CONNECT

Maryland Judiciary

TRAINING GUIDE

CLASSROOM - Employee Self-Service

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CONNECTed

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Employee Self-Service - Classroom

Employee Self-Service

CONNECT Employee Self-Service provides the employee the ability to complete transactions themselves and submit requests for manager approval, as well as, submit requests directly to Human Resources electronically.

In this learning module you will review processes related to:

- Introduction to Employee Self-Service
- Time Reporting
- Absence Requests
- Annual Performance Self-Evaluation

Introduction to Employee Self-Service

Introduction to Employee Self-Service

In this learning module you will review how to:

- CONNECT Single-Sign On Portal
- My HR - Employee HR Dashboard
- The Learning Dashboard

CONNECT Single Sign-On Portal

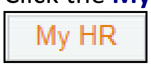
In this topic we will review CONNECT's single sign-on portal.

- My Page
- My HR
- Company Directory
- Learning Dashboard
- Main Menu

Procedure

In this topic we will review the CONNECT single sign-on Portal.

Step	Action	Notes
1.	The CONNECT portal provides you with a single sign on to access all of the CONNECT system functions such the Employee Dashboard, Manager Dashboards, Education and Training course catalog, and more. Click in the **User ID** field.	
2.	Enter "**victoria.grayson**" into the **User ID** field.	
3.	Press **[Tab]**.	
4.	Enter "**welcome1**" into the **Password** field.	

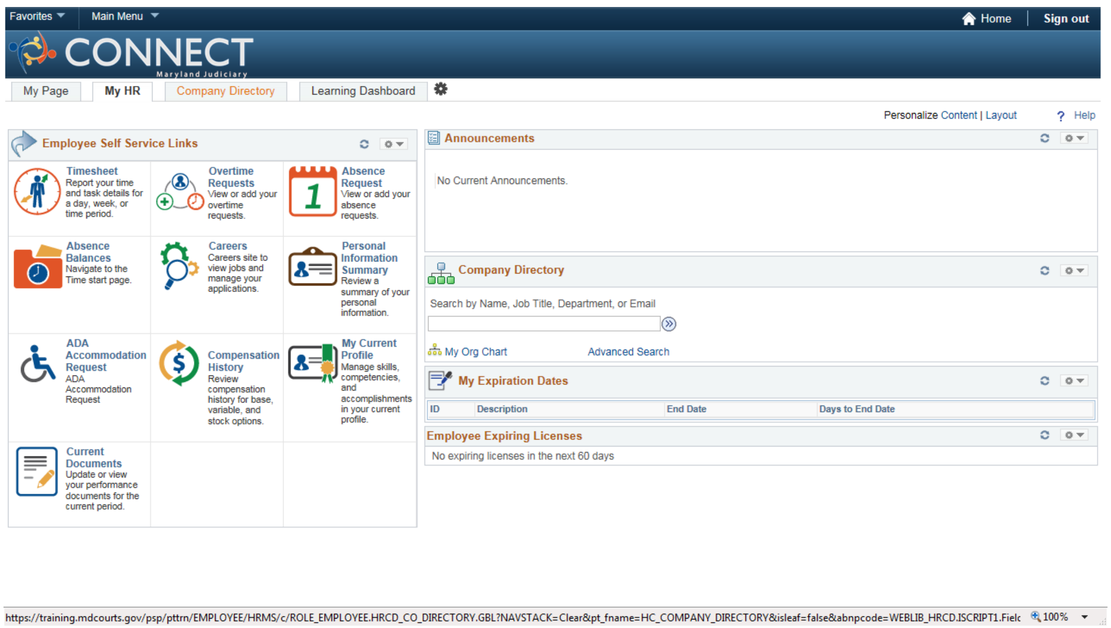
Step	Action	Notes
5.	Click the **Sign In** button.  	
6.	**My Page** On the My Page you have communication pagelets that provide you with quick links to useful information.	
7.	External Links to employee relevant information and forms.	
8.	The 3-step process to CONNECT help.	
9.	CONNECT news. Newsletter postings and announcements.	
10.	Your CONNECTor network contact information if you need assistance from a colleague on how to use CONNECT.	
11.	And links to the CONNECTed training library most used job aids.	
12.	Click the **My HR** tab.  	
13.	**My HR** On the My HR tab you have access to the **Employee Dashboard**. The CONNECT Employee HR Dashboard is a set with predefined pagelets. A pagelet is a small window that provides quick access and view to summary information.	
14.	You also have access to the Company Directory in the tabs. Click the **Company Directory** tab.  	
15.	The Company Directory is a search option (by Name, Job Title, Department, or Email) that will provide you with an organizational chart view. The My Org Chart link will provide you with your organizational chart. **Refer to the Employee Self Service topic:** *View the Organizational Chart*	
16.	The Learning Click the **Learning Dashboard** tab.  	
17.	The Learning Dashboard provides you with quick view of your To Do Lists, Announcements specific to education, Quick Links to the most used areas of ELM, a Search for Learning, quick view of your Current Learning items, and a Learning Calendar.	

Step	Action	Notes
18.	Click the **Home** link. 	
19.	You also will need to become familiar with the Main Menu navigation to access additional functionality. Click the **Main Menu** button. 	
20.	From here you can access the Education and Learning to search the catalog of courses, enroll in classes, etc.	
21.	You also have the HCM system link to access the Self-Service and Manager Self-Service, Recruiting, Worklist, etc.	
22.	Click the **Sign out** link. 	
23.	You have completed reviewing the CONNECT single sign-on Portal. **End of Procedure.**	

My HR - Employee Dashboard

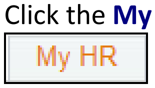
In this topic we will review the My HR - Employee Dashboard and available pagelets.

- Self Service Links
- Expiring Licenses
- Expiration Dates
- Announcements
- Manager Expiration Dates
- Company Directory



Procedure

In this topic we will review the My HR - Employee Dashboard.

Step	Action	Notes
1.	Click the **Sign In** button. 	
2.	The Employee Dashboard is available in the My HR tab. Click the **My HR** tab. 	

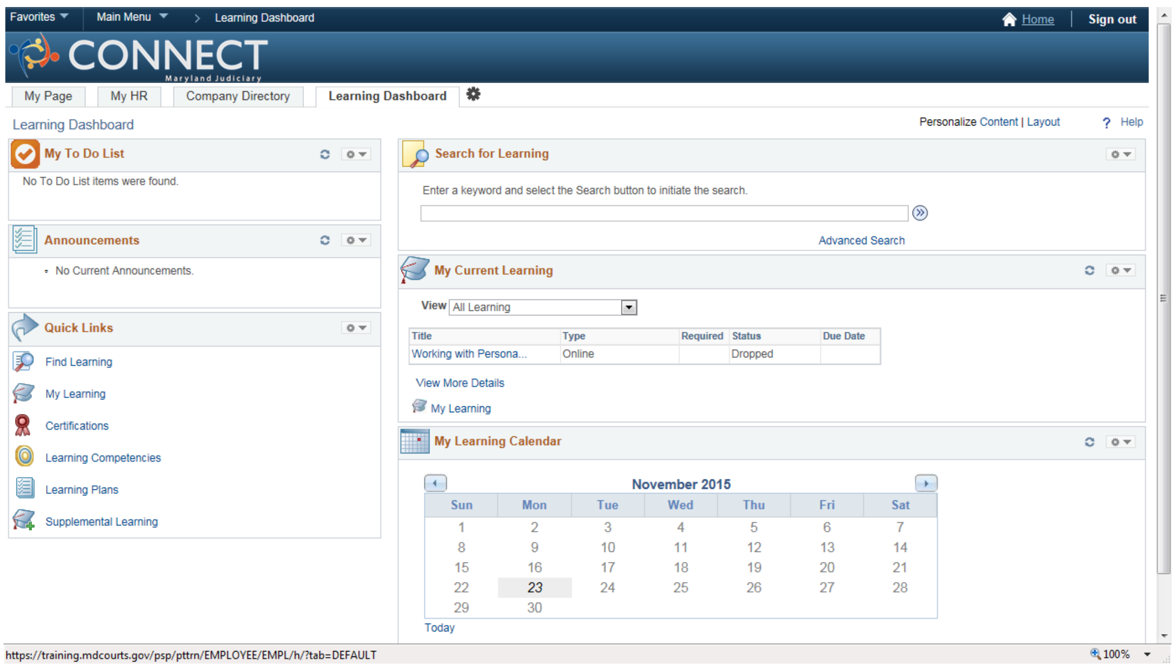
Step	Action	Notes
3.	**My HR** On the My HR tab you have access to the **Employee Dashboard**. The CONNECT Employee HR Dashboard is a set with predefined pagelets. A pagelet is a small window that provides quick access and view to summary information.	
4.	The CONNECT Employee HR Dashboard will load the defaulted pagelets with summary information from various sources within the system. This page may vary per user. For security purposes, your CONNECT system logs you out of after 20 minute period of inactivity. Two minutes prior to your session timeout, the system provides a warning that your browser session is about to expire.	
5.	The Employee Self Service Links provides you with quick access to the most frequently used pages by employees. The options available may vary per user role (for example only Managers will see the Manager Dashboard link).	
6.	The Employee Expiring Licenses pagelet provides alerts 60 days prior to expiration of licenses.	
7.	My Expiration Dates will show expiration alerts for Acting Capacity, Probation Periods and Contract Periods expiring whithin the next 30 days.	
8.	Announcements will be posted here by the Human Resources personnel. The announcements will be links that when clicked more information will be provided.	
9.	The Company Directory is a search option (by Name, Job Title, Department, or Email) that will provide you with an organizational chart view. The My Org Chart link will provide you with your organizational chart.	
10.	You also have access to the Company Directory in the tabs. Click the **Company Directory** tab. Company Directory	
11.	The Company Directory is a search option (by Name, Job Title, Department, or Email) that will provide you with an organizational chart view. The My Org Chart link will provide you with your organizational chart. **Refer to the Employee Self Service topic:** *View the Organizational Chart*	

Step	Action	Notes
12.	Click the **Home** link. 	
13.	Click the **Sign out** link. 	
14.	You have completed reviewing the My HR - Employee Dashboard. **End of Procedure.**	

Learning Dashboard

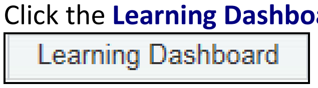
The Employee Learning Dashboard provides a quick view of:

- My To Do List
- Announcements
- Quick Links
- Search for Learning
- My Current Learning
- My Learning Calendar



Procedure

In this topic we will review the Learning Dashboard.

Step	Action	Notes
1.	Click the **Sign In** button. 	
2.	Click the **Learning Dashboard** tab. 	

Step	Action	Notes
3.	View the **My To Do List** pagelet. This pagelet allows a learner to view outstanding learning tasks. These tasks can be accessed directly using the links in the pagelet.	
4.	View the **Announcements** pagelet. This pagelet displays Judiciary learning announcements. These announcements can be a companywide announcement or a more specific announcement for a certain group of learners.	
5.	View the **Quick Links** pagelet. These links are used to navigate quickly to the most frequently accessed learner pages.	
6.	View the **Search for Learning** pagelet. This pagelet allows a learner to use a basic keyword search to quickly find learning in the learning catalog.	
7.	View the **My Current Learning** pagelet. This pagelet allows a learner to view the status of their learning. Clicking on the Title links displays the details for that learning.	
8.	View the **My Learning Calendar** pagelet. This pagelet displays your learning events in a calendar. When a date is highlighted, it indicates you are enrolled in a class for that day. Clicking that date will allow you to see the details of the enrollment. **For more details refer to the Employee Self Service topic:** *Employee Learning Dashboard*	
9.	Click the **Home** link. 	
10.	Click the **Sign out** link. 	
11.	You have completed reviewing the Learning Dashboard. **End of Procedure.**	

Time Reporting

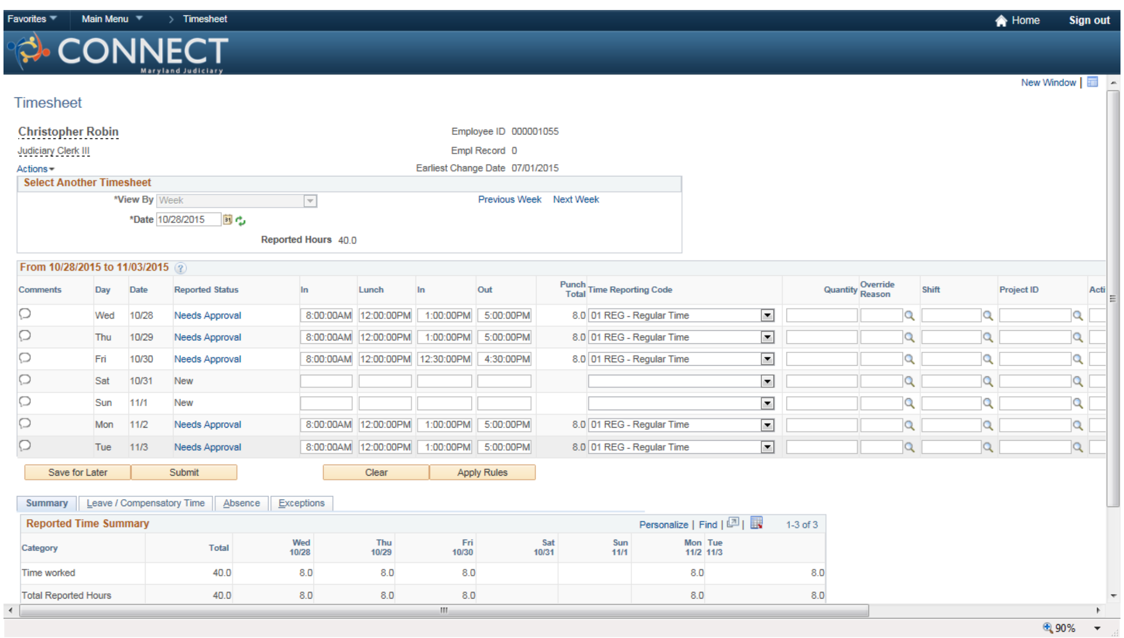
Time Reporting

In this learning module you will review how to:

- Report Time - Punch Timesheet
- Report Time - Overnight Shift - Punch Timesheet
- Comp Time - Report Comp Time Earned - Timesheet
- Comp Time - Take Request - Timesheet
- Comp Time - Report Comp Time Take - Timesheet
- Request Overtime for Pre-Approval
- Report Overtime in an Existing Timesheet
- Correcting a Timesheet
- Correct a Push Back Time Entry in Timesheet
- Holiday - Enter Holiday Hours
- Report Time - Holiday Worked

Report Time - Punch Timesheet

Report Time - Punch Timesheet



Procedure

In this topic we demonstrate how to enter time using the punch timesheet.

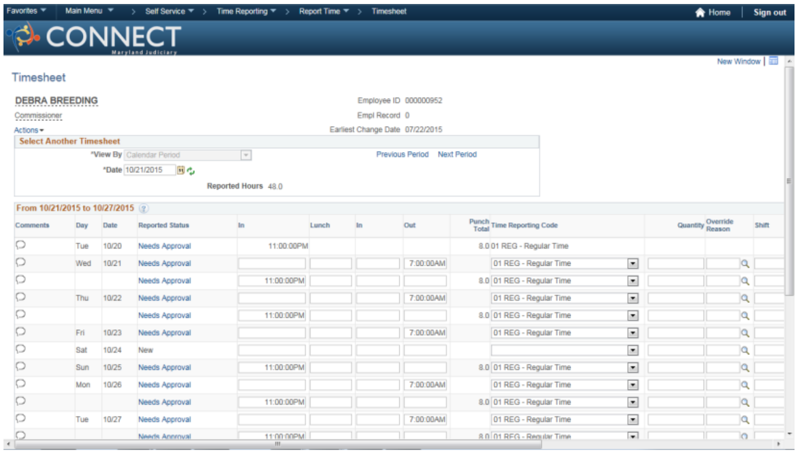
Step	Action	Notes
1.	Click the **Sign In** button.	
2.	Click the **My HR** tab.	
3.	Click the **Timesheet** link.	
4.	Click in the **In** field.	
5.	Enter "**8a**" into the **In** field.	
6.	Click in the **Lunch** field.	
7.	Enter "**12p**" into the **Lunch** field.	
8.	Click in the **In** field.	
9.	Enter "**1p**" into the **In** field.	
10.	Click in the **Out** field.	
11.	Enter "**5p**" into the **Out** field.	
12.	Click the **Time Reporting Code** drop-down list.	
13.	Click the **01 REG - Regular Time** list item.	
14.	Click in the **In** field.	
15.	Enter "**8a**" into the **In** field.	
16.	Click in the **Lunch** field.	
17.	Enter "**12p**" into the **Lunch** field.	
18.	Click in the **In** field.	
19.	Enter "**1p**" into the **In** field.	
20.	Click in the **Out** field.	
21.	Enter "**5p**" into the **Out** field.	

Step	Action	Notes
22.	Click the **Time Reporting Code** drop-down list.	
23.	Click the **01 REG - Regular Time** list item. 01 REG - Regular Time	
24.	Click in the **In** field.	
25.	Enter "**8a**" into the **In** field.	
26.	Click in the **Lunch** field.	
27.	Enter "**12p**" into the **Lunch** field.	
28.	Click in the **In** field.	
29.	Enter "**12:30p**" into the **In** field.	
30.	Click in the **Out** field.	
31.	Enter "**4:30p**" into the **Out** field.	
32.	Click the **Time Reporting Code** drop-down list.	
33.	Click the **01 REG - Regular Time** list item. 01 REG - Regular Time	
34.	Click in the **In** field.	
35.	Enter "**8a**" into the **In** field.	
36.	Click in the **Lunch** field.	
37.	Enter "**12p**" into the **Lunch** field.	
38.	Click in the **In** field.	
39.	Enter "**1p**" into the **In** field.	
40.	Click in the **Out** field.	
41.	Enter "**5p**" into the **Out** field.	
42.	Click the **Time Reporting Code** drop-down list.	

Step	Action	Notes
43.	Click the **01 REG - Regular Time** list item. 01 REG - Regular Time	
44.	Click in the **In** field.	
45.	Enter "**8a**" into the **In** field.	
46.	Click in the **Lunch** field.	
47.	Enter "**12p**" into the **Lunch** field.	
48.	Click in the **In** field.	
49.	Enter "**1p**" into the **In** field.	
50.	Click in the **Out** field.	
51.	Enter "**5p**" into the **Out** field.	
52.	Click the **Time Reporting Code** drop-down list.	
53.	Click the **01 REG - Regular Time** list item. 01 REG - Regular Time	
54.	Click the **Submit** button. Submit	
55.	Click the **OK** button. OK	
56.	Click the **OK** button. OK	
57.	Click the scrollbar.	
58.	Review the **Summary** tab to make sure your total reported hours are accurate.	
59.	Click the **Home** link. Home	
60.	Click the **Sign out** link. Sign out	
61.	You have completed reporting time using the punch timesheet. **End of Procedure.**	

Report Time - Overnight Shift - Punch Timesheet

This topic demonstrates time reporting as a commissioner user with an **overnight shift**.



Procedure

In this topic, a Commissioner will enter time on their timesheet. For this example, the Commissioner has an overnight schedule.

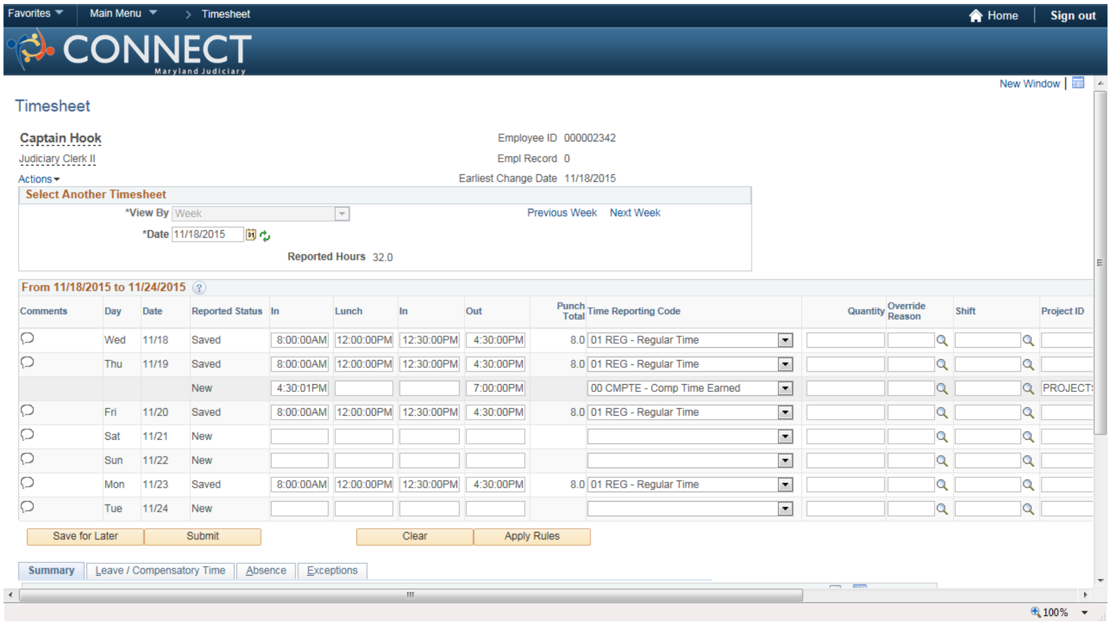
Step	Action	Notes
1.	Click in the **User ID** field.	
2.	Enter "**debra.breeding**" into the **User ID** field.	
3.	Click in the **Password** field.	
4.	Enter "**welcome1**" into the **Password** field.	
5.	Click the **Sign In** button. 	
6.	Click the **Timesheet** link. 	
7.	The scenario here shows a timesheet submitted for approval with a shift of 11pm to 7am.	
8.	Notice how the time was entered. From the previous week on the evening of Tue 10/20 the 'punch in' time was 11:00pm.	
9.	The Time Reporting Code (TRC) selected is 01 REG - Regular Time.	

Step	Action	Notes
10.	On Wednesday 10/21 the time entered for 'out punch' is 7:00am to reflect the full '8' hours worked. This time entered is for the previous week. Since it is an overnight shift that ended at 7am on a Wednesday it will display on both the previous and current week.	
11.	For the current week of Wednesday, 10/21 through Tuesday 10/27 we will enter the in and out times.	
12.	Click the horizontal scrollbar.	
13.	Use the, **add a row +** button to add another entry for the same day. For this example another line must be included to input the 'punch in' time of 11:00pm.	
14.	Click the horizontal scrollbar.	
15.	As we continued to enter time per day, notice how each day has an 'out punch' of 7:00 am, a new row for that day is added, and a 'in punch' for 11:00pm is entered. All with the Time Reporting Code of Regular Time.	
16.	Notice the Punch Total column displaying the total hours for the day.	
17.	Click the vertical scrollbar.	
18.	The last row for the week is always Tuesday. Notice that we entered our 'out punch' as 7:00am. Added the row and entered the 'in punch' as 11:00pm. Because the shift starts at 11:00pm we must also enter the 'out punch' of 7:00am on the Wednesday, 10/28 line. Once the timesheet is submitted the 'out punch' becomes visible on both weeks and the total hours are reflected for that day.	
19.	You will need to submit this timesheet and then input the remaining 'out punch' on the following week timesheet and submit those hours for the total reported hours.	
20.	Click the vertical scrollbar.	
21.	To enter your 'out punch' you would navigate to the time entry page for next week. Click the **Next Period** link. Next Period	
22.	Here we enter the 'out punch' of 7:00am. When submitting your time you will need to submit both the current week and the hours included on Wednesday.	

Step	Action	Notes
23.	Submit the time. This will complete your full entry of time for the period.	
24.	Once time is submitted you will see the Reported Status column indicate 'Needs Approval'. You may click on this link to see who approves your timesheet.	
25.	Notice the reported hour total. The system displays the total hours reported in this week of the timesheet.	
26.	Notice the 'in punch', which is on Tuesday, is also displayed on this timesheet which starts on Wednesday 10/28. The system displays Tuesday for the 'in' time to provide the full day which includes the 'out' time on Wednesday. Let's view the full week.	
27.	Notice the Reported Hours on this view of the timesheet.	
28.	Why 48.0 hours? Because the page includes the first 8 hours, which are from your previous week, and adds them all up. Those 8 hours (of the previous week) show as part of this week since your 'out punch' is on Wednesday, the first day of the time reporting week. But when you submit all your time, your manager will only receive the time entered as 'in punch' of 11pm on Wednesday 10/21 to your 'out punch' of 7am on Wednesday 10/28 which adds up to 40 hours.	
29.	And remember that the last two lines of Tuesday 10/27 and Wednesday 10/28 are now visible on both this week and the next as they are linked by the overnight shift.	
30.	You have completed the overnight shift time reporting topic. Click the **Sign out** link. Sign out	
31.	You have completed entering time on a timesheet with an overnight schedule. **End of Procedure.**	

Comp Time - Report Comp Time Earned - Timesheet

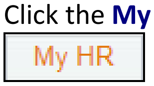
In this topic you will see how to Report Comp Time Earned through the Timesheet.



Procedure

In this topic we will demonstrate how to report Comp Time Earned in the timesheet.

<table>
<tr><th>Step</th><th>Action</th><th>Notes</th></tr>
<tr><td>1.</td><td>Click in the User ID field.</td><td></td></tr>
<tr><td>2.</td><td>Enter "captain.hook" into the User ID field.</td><td></td></tr>
<tr><td>3.</td><td>Click in the Password field.</td><td></td></tr>
<tr><td>4.</td><td>Enter "welcome1" into the Password field.</td><td></td></tr>
<tr><td>5.</td><td>Click the Sign In button.

</td><td></td></tr>
<tr><td>6.</td><td>To navigate to the employee dashboard
Click the My HR tab.

</td><td></td></tr>
</table>

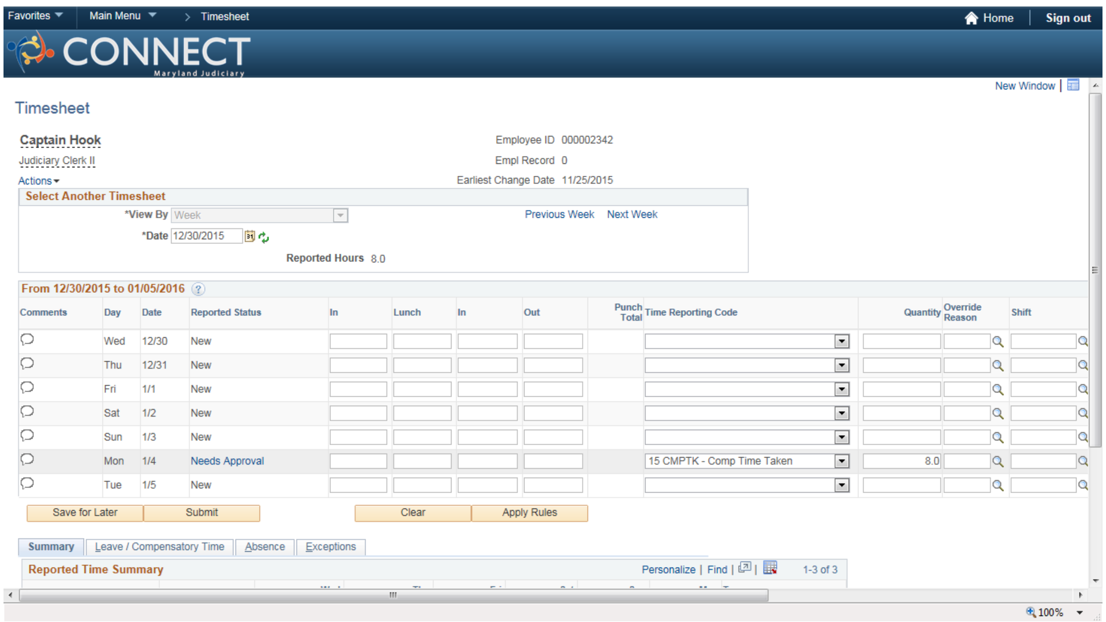
Step	Action	Notes
7.	Comp time is reported in the timesheet. If you need pre-approval to work comp time, you would enter and submit it into the timesheet for approval prior to or along with the completed timesheet. Click the **Timesheet** link. Timesheet	
8.	Click the vertical scrollbar.	
9.	You can access your current balance in the Leave/Compensatory Time tab. Click the **Leave / Compensatory Time** tab. Leave / Compensatory Time	
10.	The balance available is displayed here. **Note:** balance will be updated every pay period.	
11.	In this example we will report comp time earned for Thursday 11/19. To do so we will need to add a new row for the date to input the comp time hours and indicate the Project ID/Activity ID it relates to.	
12.	Click the horizontal scrollbar.	
13.	Notice the Date column helps keeps us in the same date when adding a new row. Specifically helpful when scrolling over the page and no longer have the visual reference of the date which is available on the left side of the page. Click the **Add a new row at row 2** button. +	
14.	You have the ability to use the In/Lunch/In/Out to indicate the time worked or if on an Elapsed timesheet you will input the total hours worked. Click in the **In** field.	
15.	In this example, Friday's out time is 4:30:00 and the comp time earned starts at 4:30:01. This is necessary because the system will not allow you to enter the same in and out time on the same day. Enter "**4:30:01p**" into the **In** field.	

Step	Action	Notes
16.	Click in the **Out** field.	
17.	Enter "**7p**" into the **Out** field.	
18.	Click the **Time Reporting Code** drop-down list.	
19.	Click the **00 CMPTE - Comp Time Earned** list item.	
20.	Click the horizontal scrollbar.	
21.	The Project ID field will display all available project types. Click the **Look up Project ID (Alt+5)** button.	
22.	Click the **PROJECTS** link.	
23.	Activities are associated with projects. Here you are indicating which specific project you worked in. Click the **Look up Activity ID (Alt+5)** button.	
24.	Click the **CASH FLOW** link.	
25.	Click **"Save for Later"** if you do not require pre-approval for the time. You can then submit it once you are ready to submit your completed timesheet on Tuesday.	
26.	Click on **"Submit"** if you need to have your manager approve the Comp Time prior to completing the timesheet. **Note:** when you click submit you will submit all time entry. It will be up to the manager to approve just the comp time and wait to approve the whole timesheet once completed. It will not be an issue for you to submit the timesheet once completed on Tuesday. It does not duplicate.	
27.	**NOTE:** Notice the Reported Status changed from New to **Saved.** When you click the submit button the status will reflect Needs Approval.	
28.	Click the **Home** link.	

Step	Action	Notes
29.	Click the **Sign out** link. 	
30.	You have completed reporting Comp Time Earned through the timesheet. **End of Procedure.**	

Comp Time - Take Request - Timesheet

The use of Comp Time is handled through the timesheet. For the following topic, the example demonstrate how to navigate to the next week's timesheet and request a day off using the Comp Time Take time reporting code.



Procedure

In this topic we demonstrate how to submit a request to take time off using Comp Time Take.

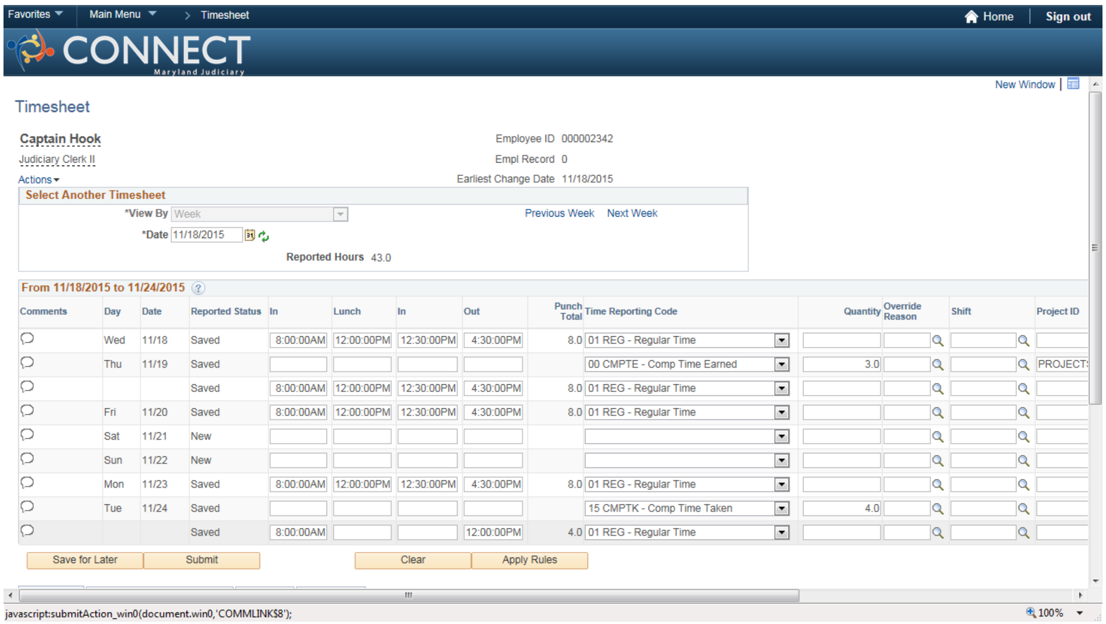
Step	Action	Notes
1.	Click in the **User ID** field.	
2.	Click in the **User ID** field.	
3.	Enter "**captain.hook**" into the **User ID** field.	
4.	Click in the **Password** field.	
5.	Enter "**welcome1**" into the **Password** field.	

Step	Action	Notes
6.	Click the **Sign In** button. Sign In	
7.	Click the **My HR** tab. My HR	
8.	Comp time is reported through the timesheet. If you need pre-approval to work comp time, you would enter and submit it into the timesheet for approval prior to or along with the completed timesheet. Click the **Timesheet** link. Timesheet	
9.	For this example we will navigate to Next Week to request time off using Comp Time. This will allow the manager to approve it ahead of time. Click the **Next Week** link. Next Week	
10.	For this example I would like to request Monday, January 4th as a day off. Click the **Time Reporting Code** drop-down list.	
11.	Click the **15 CMPTK - Comp Time Taken** list item. 15 CMPTK - Comp Time Taken	
12.	I will need to indicate how many hours I would like to take off. For this example I would like to have the whole day off. Click in the **Quantity** field.	
13.	Enter "**8**" into the **Quantity** field.	

Step	Action	Notes
14.	I will submit this request for manager approval once the Time Reporting Code is selected and the Quantity of hours to take is entered. **Note:** If you have already entered time for the week and saved for later, the time will also be submitted for approval. That is ok. The manager can approve the time off and wait for your next timesheet submission when completed. Click the **Submit** button. Submit	
15.	Click the **OK** button. OK	
16.	Click the **OK** button. OK	
17.	The Reported Status for your request now shows Needs Approval. Once the manager approves the request, the status will change to Approved.	
18.	Click the vertical scrollbar	
19.	Always review your Summary to make sure your entry is accurate. In this example you have Comp Time Used.	
20.	Click the **Home** link. Home	
21.	Click the **Sign out** link. Sign out	
22.	You have completed submitting a request for time off using comp time take through the timesheet. **End of Procedure.**	

Comp Time - Report Comp Time Take - Timesheet

In this topic you will see how to Report Comp Time Taken through the timesheet for a scenario where the employee did not request the time off ahead of time. In this scenario the employee will report it after making the manager aware of an afternoon need to be off.



Procedure

In this topic we will demonstrate how to report comp time taken (use) through the timesheet.

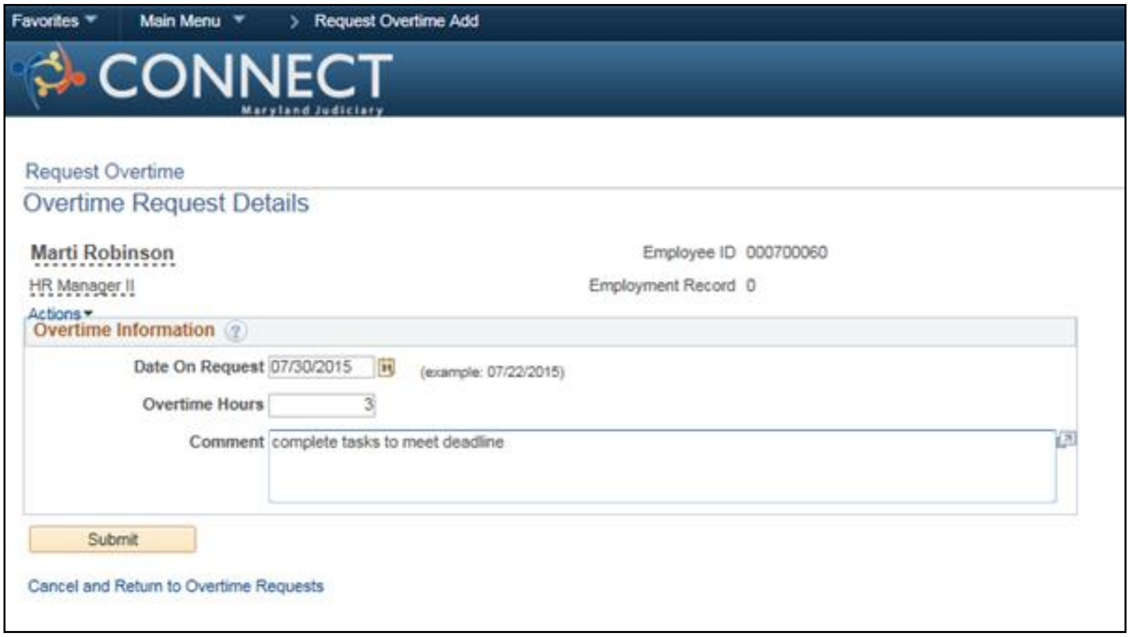
Step	Action	Notes
1.	Click in the **User ID** field.	
2.	Enter "**captain.hook**" into the **User ID** field.	
3.	Click in the **Password** field.	
4.	Enter "**welcome1**" into the **Password** field.	
5.	Click the **Sign In** button. 	
6.	We will access the employee dashboard Click the **My HR** tab. 	

Step	Action	Notes
7.	All comp time will be reported using the timesheet. Click the **Timesheet** link. Timesheet	
8.	In the following scenario the employee will enter time worked for half a day, 4 hours, and use the Time Reporting Code - Comp Time Take for the remaining 4 hours to report a full 8 hours for Tuesday 11/24.	
9.	First we will enter the time worked. Click in the **In** field.	
10.	Enter "**8a**" into the **In** field.	
11.	Click in the **Out** field.	
12.	The employee is leaving for the day at 12:00pm. Therefore, that is the Out time. Remember to always use this Out field to indicate you are "punching out" for the day. Enter "**12p**" into the **Out** field.	
13.	Click the **Time Reporting Code** drop-down list.	
14.	The first half of the day we are working regular hours. Click the **01 REG - Regular Time** list item. 01 REG - Regular Time	
15.	In order to use comp time for the remaining 4 hours, we need to add a row to Tuesday 11/24.	
16.	Click the horizontal scrollbar.	
17.	Click the **Add a new row at row 8** button.	
18.	Click the **Time Reporting Code** drop-down list.	
19.	Click the **15 CMPTK - Comp Time Taken** list item. 15 CMPTK - Comp Time Taken	
20.	In the Quantity field you will indicate the total hours to report. Click in the **Quantity** field.	

Step	Action	Notes
21.	Enter "**4**" into the **Quantity** field.	
22.	Once you enter your Comp Time: Click **"Save for Later"** if you do not require pre-approval for the time and submit it once you are ready to submit your timesheet on Tuesday. Or Click on **"Submit"** if you need to have your manager approve it prior to the Timesheet Tuesday. **Note:** when you click submit you will submit all time entry. It will be up to the manager to approve just the comp time and wait to approve the whole timesheet once completed. It will not be an issue for you to submit the timesheet once completed on Tuesday. It does not duplicate. Click the **Save for Later** button. Save for Later	
23.	Click the **Yes** button. Yes	
24.	You have the ability to include a comment to help communicate your time entry. Click the **Comments** button.	
25.	You may include a comment for any additional information that will help your manager understand your request. **Note:** you will not be able to edit/alter your comment once you click the OK or Apply buttons.	
26.	Click the **Close** button.	
27.	You have completed entering comp time. Click the **Home** link. Home	
28.	Click the **Sign out** link. Sign out	
29.	You have completed reporting comp time taken through the timesheet. **End of Procedure.**	

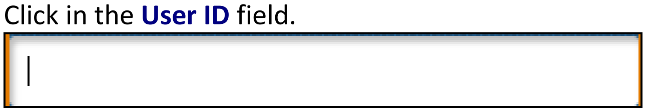
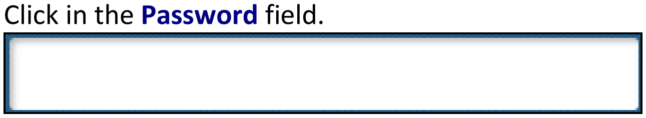
Request Overtime for Pre-Approval

Employees will be able to submit a request for overtime through self-service and the request will route to their manager for review and approval.



Procedure

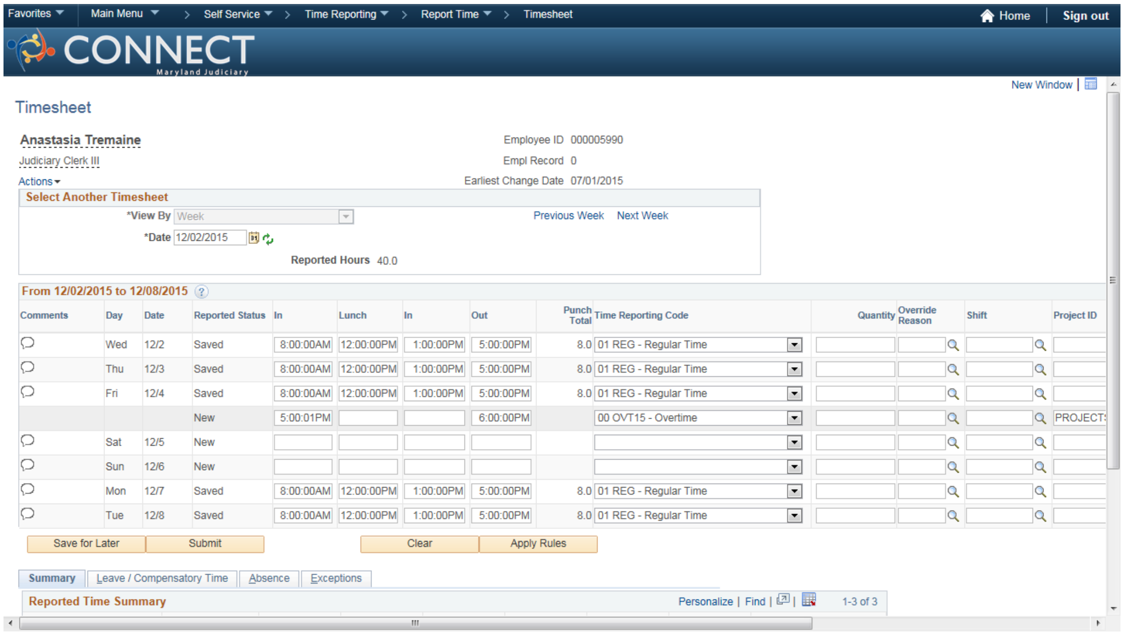
In this topic, you will request overtime.

Step	Action	Notes
1.	Click in the **User ID** field. 	
2.	Enter "**marti.robinson**" into the **User ID** field.	
3.	Click in the **Password** field. 	
4.	Enter "**welcome1**" into the **Password** field.	
5.	Click the **Sign In** button. 	
6.	The CONNECT HCM home page includes "pagelets" which is a small window that provides quick access and view to summary information. It also includes the **Employee Self Service Links** pagelet which allows for quick navigation to the most visited CONNECT pages.	

Step	Action	Notes
7.	Click the **Overtime Requests** link. Overtime Requests	
8.	Click the **Add Request** button. Add Request	
9.	Click the **Choose a date** button. The date must be the current date or a future date. An overtime request cannot be submitted for a prior date.	
10.	For this example use the month of July and select Thursday 30. Click the **30** link. 30	
11.	Click in the **Overtime Hours** field.	
12.	Enter "**3**" into the **Overtime Hours** field.	
13.	Click in the **Comment** field. Always enter comments.	
14.	Enter "**complete tasks to meet deadline**" into the **Comment** field.	
15.	Click the **Submit** button. Submit	
16.	Click the **OK** button. OK	
17.	Notice the Request Status displays "Needs Approval". The approval will be routed to your Manager.	
18.	You have completed requesting approval for overtime. Click the **Home** link. Home	
19.	Click the **Sign out** link. Sign out	
20.	You have completed the Request Overtime topic. **End of Procedure.**	

Report Overtime in an Existing Timesheet

Enter your overtime in the timesheet.



Procedure

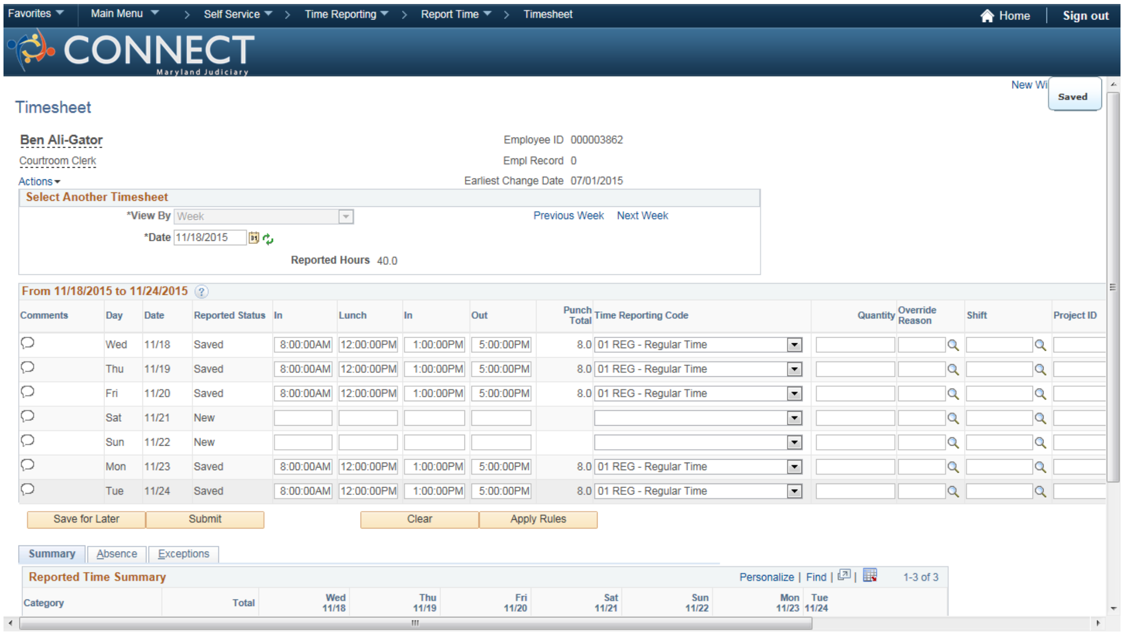
In this topic, you will enter 1 hour of overtime to an existing timesheet.

Step	Action	Notes
1.	Click the **Timesheet** link. Timesheet	
2.	Notice 40 hours have already been entered and saved on this timesheet.	
3.	Click the **Horizontal** scrollbar to move across the page.	
4.	Click the **Add a new row (+)** button to insert a new row for 12/4.	
5.	Click the **Time Reporting Code** drop-down list.	
6.	Click the **00 OVT15 - Overtime** list item. 00 OVT15 - Overtime	
7.	Click in the **In** field for the new row.	
8.	Enter "**5:00:01p**" into the **In** field.	

Step	Action	Notes
9.	In this example, Friday's out time is 5:00:00 and the overtime starts at 5:00:01. This is necessary because the system will not allow you to enter the same in and out time on the same day.	
10.	Click in the **Out** field.	
11.	Enter "**6:00p**" into the **Out** field.	
12.	Click the **Horizontal** scrollbar to move across the page.	
13.	Click the **Look up Project ID** button for the Overtime row.	
14.	Click the **PROJECTS** link. PROJECTS	
15.	Click the **Look up Activity ID** button for the Overtime row.	
16.	Click the **OT - CIVIL** link. OT - CIVIL	
17.	At this point, you can save or submit the timesheet as desired.	
18.	Click the **Save for Later** button. Save for Later	
19.	Click the **Yes** button. Yes	
20.	Notice the total reported hours are now 41.	
21.	Click the **Home** link. Home	
22.	Click the **Sign out** link. Sign out	
23.	You have completed the topic "Entering Overtime to an Existing Timesheet". **End of Procedure.**	

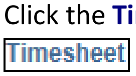
Correcting a Timesheet

In this topic you will see how to correct a timesheet.



Procedure

In this topic, you will correct a timesheet that was entered incorrectly then saved and you will correct a timesheet that was pushed back by a Manager.

Step	Action	Notes
1.	Click in the **User ID** field. 	
2.	Enter "**ben.ali-gator**" into the **User ID** field.	
3.	Click in the **Password** field. 	
4.	Enter "**welcome1**" into the **Password** field.	
5.	Click the **Sign In** button. 	
6.	Click the **Timesheet** link. 	

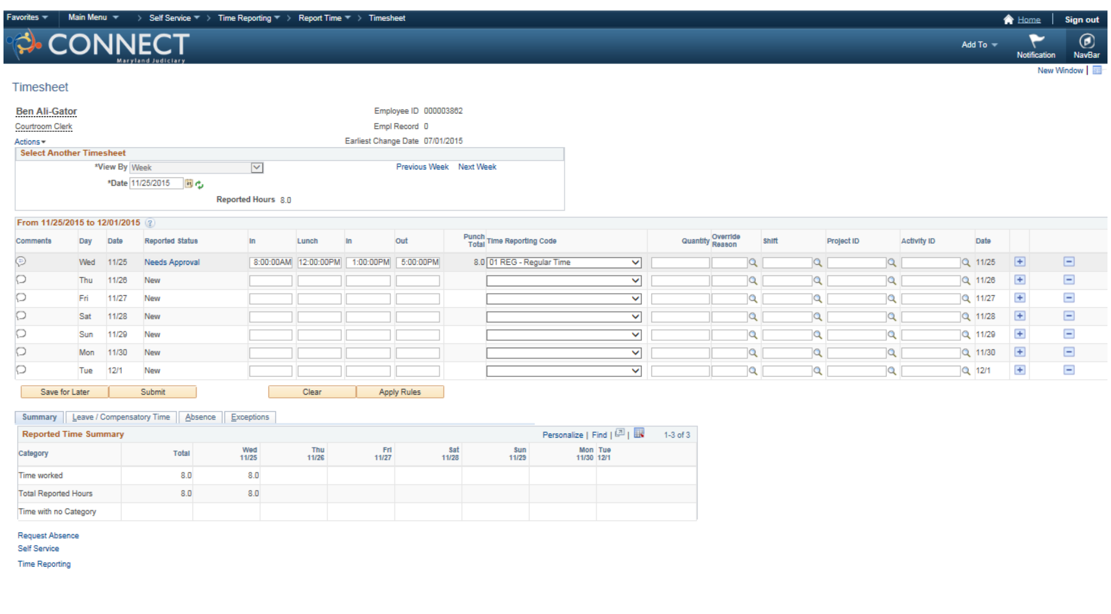
Step	Action	Notes
7.	First, you will edit a Saved timesheet. Notice on this timesheet, there is an In punch for lunch on 11/18 that shows 1:10pm and an Out punch on 11/24 that shows 3:00pm. You will correct these two entries to reflect 1:00pm and 5:00pm respectively.	
8.	Double-click in the **In** field to highlight the text. 1:10:00PM	
9.	Press **[Backspace]** to clear the field.	
10.	Enter "**1p**" into the **In** field.	
11.	Double-click in the **Out** field to highlight the text. 3:00:00PM	
12.	Press **[Backspace]** to clear the field.	
13.	Enter "**5p**" into the **Out** field.	
14.	Click the **Save for Later** button to update the timesheet with the changes. Save for Later	
15.	Click the **Yes** button. Yes	
16.	Now that the two entries have been corrected, you have 8 hours of regular time entered totaling 40 hours for the week.	
17.	Click the **Submit** button. Submit	
18.	Click the **OK** button. OK	
19.	Click the **OK** button. OK	
20.	Next, you will edit a Pushed Back timesheet. Click the **Next Week** link. Next Week	

Step	Action	Notes
21.	For this example, the Manager only pushed back the row on the timesheet that needed a correction. Notice the Reported Status is Pushed Back. Click the **Comments** button to see why the row was pushed back.	
22.	After reading the comments, click the **OK** button.	
23.	When a row is pushed back, you must change **<u>every field</u>** in the row before resubmitting. The easiest way to do this is to delete the row and enter the time based on the Manager's comments.	
24.	Click the **Delete row 1** button.	
25.	Click the **Yes - Delete** button.	
26.	Notice the In, Lunch, In, Out fields are empty. Click the **Save for Later** button. The Reported Status will change from Pushed Back to New.	
27.	Click the **No** button.	
28.	Click in the **In** field.	
29.	Enter "**8:00AM**" into the **In** field.	
30.	Click in the **Lunch** field.	
31.	Enter "**12:00PM**" into the **Lunch** field.	
32.	Click in the **In** field.	
33.	Enter "**1:00PM**" into the **In** field.	
34.	Click in the **Out** field.	
35.	Enter "**5:00PM**" into the **Out** field.	
36.	Click the **Time Reporting Code** drop-down list.	

Step	Action	Notes
37.	Click the **01 REG - Regular Time** list item. 01 REG - Regular Time	
38.	Click the **Submit** button. Submit	
39.	Click the **OK** button. OK	
40.	Click the **OK** button. OK	
41.	The Reported Status now says Needs Approval.	
42.	Click the **Home** link. Home	
43.	Click the **Sign out** link. Sign out	
44.	You have completed the Correcting a Timesheet topic. **End of Procedure.**	

Correct a Push Back Time Entry in Timesheet

In this topic you will see how to Correct a Pushed Back Time Entry in the Timesheet.



Procedure

In this topic, you will correct a timesheet that was entered incorrectly then saved and you will correct a timesheet that was pushed back by a Manager.

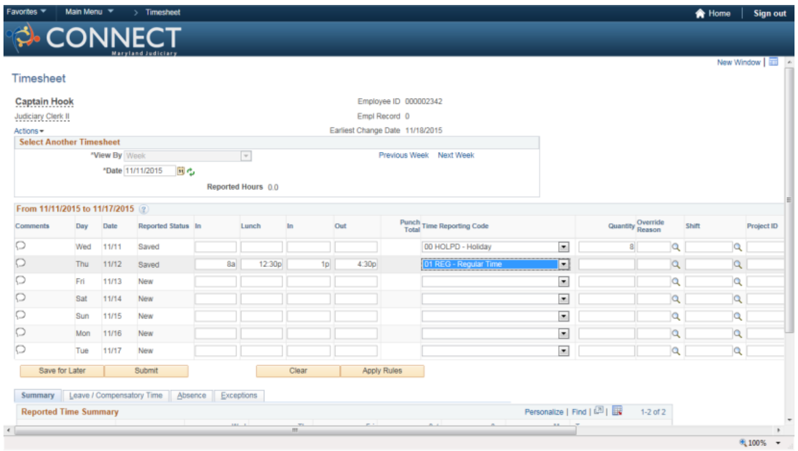
Step	Action	Notes
1.	Click in the **User ID** field.	
2.	Enter "**ben.ali-gator**" into the **User ID** field.	
3.	Click in the **Password** field.	
4.	Enter "**welcome1**" into the **Password** field.	
5.	Click the **Sign In** button. Sign In	
6.	Click the **Timesheet** link. Timesheet	
7.	You will edit a Pushed Back time entry. Click the **Next Week** link. Next Week	
8.	For this example, the Manager only pushed back the row on the timesheet that needed a correction. Notice the Reported Status is Pushed Back. Click the **Comments** button to see why the row was pushed back.	
9.	After reading the comments, click the **OK** button. OK	
10.	When a row is pushed back, you must change **every field** in the row before resubmitting. The easiest way to do this is to delete the row and enter the time based on the Manager's comments.	
11.	Click the **Delete row 1** button.	
12.	Click the **Yes - Delete** button. Yes - Delete	

Step	Action	Notes
13.	Notice the In, Lunch, In, Out fields are empty. Click the **Save for Later** button. The Reported Status will change from Pushed Back to New. Save for Later	
14.	Click the **No** button. No	
15.	Click in the **In** field.	
16.	Enter "**8:00AM**" into the **In** field.	
17.	Click in the **Lunch** field.	
18.	Enter "**12:00PM**" into the **Lunch** field.	
19.	Click in the **In** field.	
20.	Enter "**1:00PM**" into the **In** field.	
21.	Click in the **Out** field.	
22.	Enter "**5:00PM**" into the **Out** field.	
23.	Click the **Time Reporting Code** drop-down list.	
24.	Click the **01 REG - Regular Time** list item. 01 REG - Regular Time	
25.	Click the **Submit** button. Submit	
26.	Click the **OK** button. OK	
27.	Click the **OK** button. OK	
28.	The Reported Status now says Needs Approval.	
29.	Click the **Home** link. Home	
30.	Click the **Sign out** link. Sign out	

Step	Action	Notes
31.	You have completed the Correcting a Timesheet topic. **End of Procedure.**	

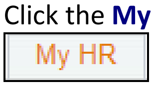
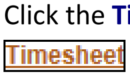
Holiday - Enter Holiday Hours

During this demonstration we will show you how to report Holiday paid hours in your timesheet. CONNECT does **not** populate the holiday automatically.

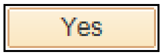


Procedure

In this topic we demonstrate how to report Holiday paid hours in your timesheet. CONNECT does not populate the holiday automatically.

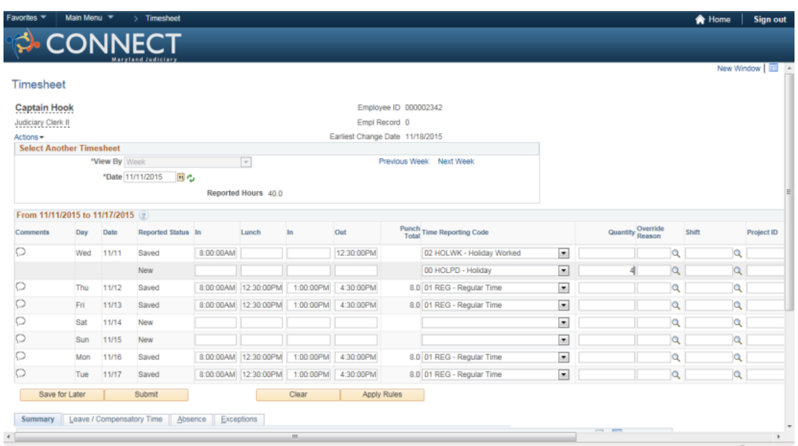
Step	Action	Notes
1.	Click in the **User ID** field.	
2.	Enter "**captain.hook**" into the **User ID** field.	
3.	Click in the **Password** field.	
4.	Enter "**welcome1**" into the **Password** field.	
5.	Click the **Sign In** button. 	
6.	Click the **My HR** tab. 	
7.	Click the **Timesheet** link. 	

Step	Action	Notes
8.	The system does not automatically populate Holiday hours into the timesheet. We do have to input it manually. To do so we will use the Time Reporting Code of Holiday and enter the Quantity of hours.	
9.	For this example we will report 8 hours for November 11th - Veterans Day - Holiday hours.	
10.	Click the **Time Reporting Code** drop-down list.	
11.	Click the **00 HOLPD - Holiday** list item.	
12.	Click in the **Quantity** field.	
13.	Enter "**8**" into the **Quantity** field.	
14.	And we will also go ahead and enter the time for Thursday. Click in the **In** field.	
15.	Enter "**8a**" into the **In** field.	
16.	Click in the **Lunch** field.	
17.	Enter "**12:30p**" into the **Lunch** field.	
18.	Click in the **In** field.	
19.	Enter "**1p**" into the **In** field.	
20.	Click in the **Out** field.	
21.	Enter "**4:30p**" into the **Out** field.	
22.	Click the **Time Reporting Code** drop-down list.	
23.	Click the **01 REG - Regular Time** list item.	
24.	Once completed you can Save for Later until the timesheet is completed and ready for manager approval. Click the **Save for Later** button.	

Step	Action	Notes
25.	Click the **Yes** button. 	
26.	The system will always provide you with a reminder message highlighting the scheduled holiday. Click the **OK** button. 	
27.	Click the **Home** button. 	
28.	Click the **Sign out** link. 	
29.	You have completed the demonstration on how to enter holiday hours. **End of Procedure.**	

Report Time - Holiday Worked

In this topic we demonstrate how to report Holiday hours worked.



Procedure

In this topic we will demonstrate how to report holiday worked hours.

Step	Action	Notes
1.	Click in the **User ID** field.	
2.	Enter "**captain.hook**" into the **User ID** field.	

Step	Action	Notes
3.	Click in the **Password** field.	
4.	Enter "**welcome1**" into the **Password** field.	
5.	Click the **Sign In** button. Sign In	
6.	To navigate to the employee dashboard Click the **My HR** tab. My HR	
7.	Holiday and Holiday Worked are reported in the timesheet. Click the **Timesheet** link. Timesheet	
8.	In a previous example we demonstrated how to enter your paid Holiday hours. For this example we will make the edits to report Holiday Worked hours. Click in the **Quantity** field. 8.0	
9.	Press **[Backspace]**.	
10.	Update the Holiday TRC for Holiday Worked. Click the **Time Reporting Code** drop-down list. 00 HOLPD - Holiday	
11.	Click the **02 HOLWK - Holiday Worked** list item. 02 HOLWK - Holiday Worked	
12.	Now we will enter the time worked. Click in the **In** field.	
13.	Enter "**8a**" into the **In** field.	
14.	Click in the **Lunch** field.	
15.	Enter "**12:30p**" into the **Lunch** field.	
16.	Click in the **In** field.	
17.	Enter "**1p**" into the **In** field.	

Step	Action	Notes
18.	Click in the **Out** field.	
19.	Enter "**4:30p**" into the **Out** field.	
20.	For this example we are reporting 8 hours of Holiday Worked. The system will calculate this as 8 hours of Holiday pay and 12 hours of Comp Time Earned.	
21.	Once your time entry is completed you can either Submit or Save for Later.	
22.	For the **next example** we will have 4 hours worked and will add the additional 4 hours of holiday pay.	
23.	**Note** here we have edited our time entry to In at 8am and Out at 12:30pm using the TRC of Holiday Worked. This will total 4 hours of Holiday Worked which will calculate as 4 hours of Holiday pay and 6 hours of Comp Time Earned. (The system calculates the hours for you so you do not need to enter Comp Time separately).	
24.	We are still missing 4 hours of Holiday pay. We will add those on a separate row.	
25.	Click the horizontal scrollbar.	
26.	We will add an additional row to enter the 4 hours of Holiday. Click the **Add a new row at row 1** button.	
27.	Click the **Time Reporting Code** drop-down list.	
28.	Click the **00 HOLPD - Holiday** list item. 00 HOLPD - Holiday	
29.	Click in the **Quantity** field.	
30.	Enter "**4**" into the **Quantity** field.	
31.	Now the system will calculate my time as 8 hours of Holiday and 6 hours of Comp Time Earned.	
32.	You can either Save for Later or Submit your timesheet.	
33.	The system will always provide you with a reminder message highlighting the scheduled holiday. Click the **OK** button. OK	

Step	Action	Notes
34.	Click the **Home** button. 	
35.	Click the **Sign out** link. 	
36.	You have completed the demonstration on how to report Holiday Worked. **End of Procedure.**	

Absence Requests

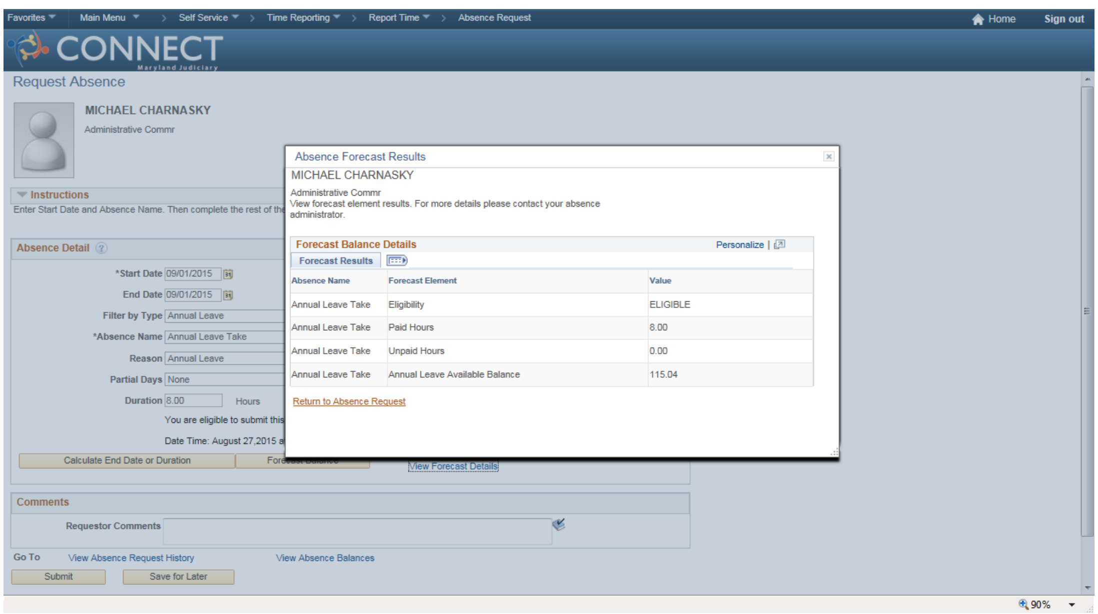
Absence Requests

In this learning module you will review how to:

- Request Time Off with Balance Forecasting
- Modify a Saved Absence Request
- Modify an Absence Request from Timesheet
- View Absence Balances
- View Absence History
- Request Absence from a Timesheet with Balance Forecasting
- Request Time Off - Partial Day using Start Day Only
- Request Time Off - Partial Time for Multiple Days
- Canceling Absence Request from Timesheet

Request Time Off with Balance Forecasting - Annual Leave

In this topic we demonstrate how to Request Time Off with Balance Forecasting using Annual Leave. Forecasting is a feature that allows to calculate the leave to be earned in the future. It is a great tool for planning leave and requesting time off for a future date.



Procedure

In this topic, you will request time off using annual leave as an employee. You will ensure you are eligible to request annual leave by forecasting.

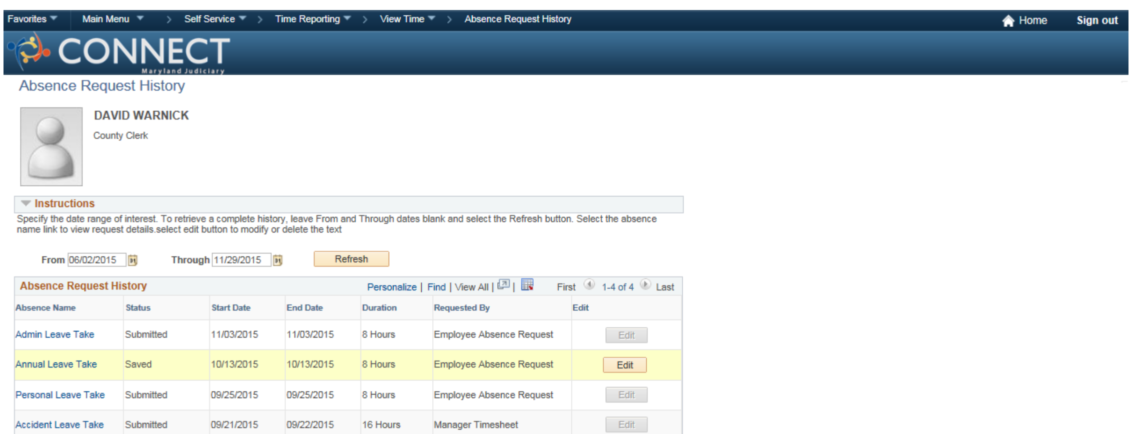
Step	Action	Notes
1.	Click in the **User ID** field.	
2.	Enter "**michael.charnasky**" into the **User ID** field.	
3.	Click in the **Password** field.	
4.	Enter "**welcome1**" into the **Password** field.	
5.	Click the **Sign In** button. Sign In	
6.	Click the **Absence Request** link. Absence Request	
7.	Before submitting an absence request, you can view your current available absence balances. Click the **View Absence Balances** link. View Absence Balances	
8.	The View Absence Balances page will list the available absence balances as of the last pay period.	
9.	Click the **Return to Absence Request** link. Return to Absence Request	
10.	Double-click in the **Start Date** field. 08/27/2015	
11.	To clear the field, Press **[Backspace]**.	
12.	Enter "**09/01/2015**" into the **Start Date** field.	
13.	Click the **Filter by Type** drop-down list. All	
14.	Click the **Annual Leave** list item. Annual Leave	
15.	Click the **Absence Name** drop-down list. Select Absence Name	
16.	Click the **Annual Leave Take** list item. Annual Leave Take	

Step	Action	Notes
17.	Depending on the Absence Name selected, the Current Balance for the Absence Name will be displayed. For example, Accident Leave Take will not display a current available balance.	
18.	Click the **Reason** drop-down list. Select Absence Reason	
19.	Click the **Annual Leave** list item. Annual Leave	
20.	If applicable, you can attach documentation to support your request. For this example, do not attach a document.	
21.	Click in the **Duration** field.	
22.	Enter "**8**" into the **Duration** field.	
23.	Click the **Calculate End Date or Duration** button. Calculate End Date or Duration	
24.	The End Date automatically populates the last date of the absence request based on the hours of Duration. For this example, the employee requested 8 hours on 9/1/2015.	
25.	Click the **Forecast Balance** button. Forecast Balance	
26.	This message is confirming the employee has enough leave to submit the absence request.	
27.	Click the **View Forecast Details** link. View Forecast Details	
28.	The Absence Forecast Results page indicates that the employee is ELIGIBLE to take 8 paid hours of Annual Leave Take from their Annual Leave Take Available Balance.	
29.	Click the **Return to Absence Request** link. Return to Absence Request	
30.	Click the **Submit** button. Submit	
31.	To submit the absence request, Click the **Yes** button. Yes	

Step	Action	Notes
32.	Click the **OK** button. OK	
33.	After submission, the absence request is routed to the employee's Manager for approval.	
34.	Click the **Home** link. Home	
35.	Click the **Sign out** link. Sign out	
36.	You have completed the Request Time Off with Balance Forecasting - Annual Leave topic. **End of Procedure.**	

Modify a Saved Absence Request

In this topic we demonstrate how to Modify a Saved Absence Request. Note this topic is based on a request submitted through the Absence Request page (not the timesheet). *Only requests that have been 'saved for later' or 'pushed back' by the manager will appear in the Absence Request History with an active edit button.*



Procedure

In this topic, you will make changes to a saved absence request.

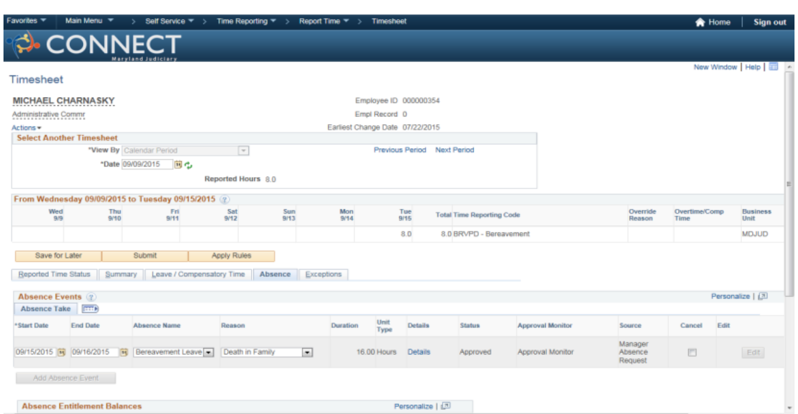
Step	Action	Notes
1.	Click in the **User ID** field.	
2.	Enter "**david.warnick**" into the **User ID** field.	

Step	Action	Notes
3.	Click in the **Password** field.	
4.	Enter "**welcome1**" into the **Password** field.	
5.	Click the **Sign In** button. Sign In	
6.	Click the **Main Menu** button. Main Menu	
7.	Click the **Self Service** menu. Self Service	
8.	Click the **Time Reporting** menu. Time Reporting	
9.	Click the **View Time** menu. View Time	
10.	Click the **Absence Request History** menu. Absence Request History	
11.	The Absence Request History page will pull up absence requests within a 6 month time frame. You can change the dates in the From and Through calendar fields.	
12.	Notice the Status is Saved for the highlighted absence. You are not able to edit requests that have already been submitted from this page.	
13.	Click the **Edit** button for the saved request. Edit	
14.	For this example, we are changing the Start Date which will also change the Duration. Double-click in the **Start Date** field. 10/13/2015	
15.	To clear the field, Press **[Backspace]**.	
16.	Enter "**10/09/2015**" into the **Start Date** field.	
17.	Double-click in the **Duration** field. 8.00	
18.	To clear the field, Press **[Backspace]**.	

Step	Action	Notes
19.	Click the **Calculate End Date or Duration** button. Calculate End Date or Duration	
20.	Click the **Forecast Balance** button. Forecast Balance	
21.	This message is confirming the employee has enough leave to submit the absence request.	
22.	Click the **Vertical** scrollbar to move down the page.	
23.	Click the **Submit** button. Submit	
24.	Click the **Yes** button. Yes	
25.	Click the **OK** button. OK	
26.	After submission, the absence request Status changes from Saved For Later to Submitted and is routed to the employee's Manager for approval.	
27.	Click the **Home** link. Home	
28.	Click the **Sign out** link. Sign out	
29.	You have completed the Modify a Saved Absence Request topic. **End of Procedure.**	

Modify an Absence Request from Timesheet

In this topic we Modify an Absence Request from the Timesheet. *Once an absence request has been created in the timesheet and either 'saved for later' or 'submitted' you will go back to the timesheet to modify it.*



Procedure

In this topic, you will make changes to a previously submitted absence request from an employee's elapsed timesheet.

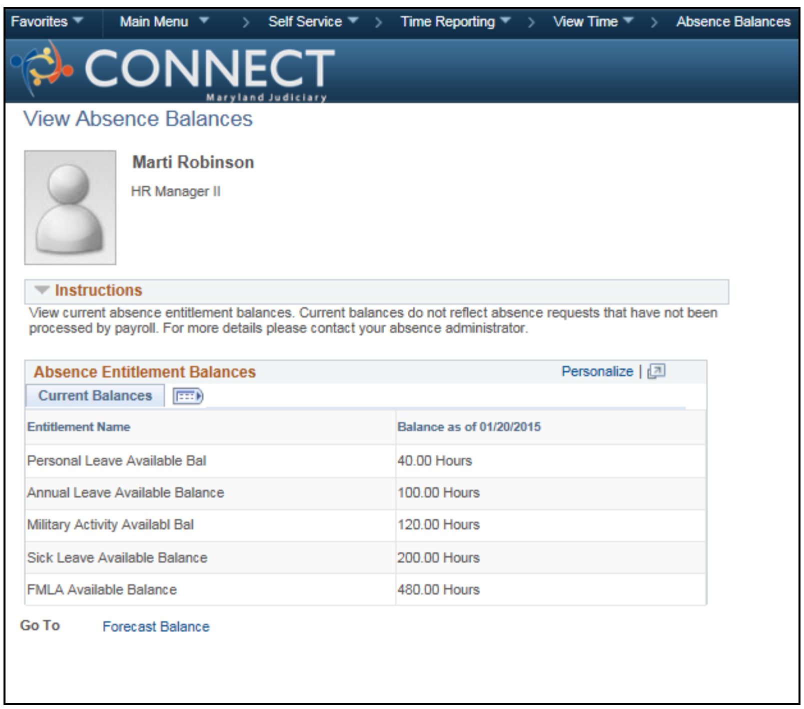
Step	Action	Notes
1.	Click in the **User ID** field.	
2.	Enter "**michael.charnasky**" into the **User ID** field.	
3.	Click in the **Password** field.	
4.	Enter "**welcome1**" into the **Password** field.	
5.	Click the **Sign In** button. Sign In	
6.	Click the **Main Menu** button. Main Menu	
7.	Click the **Self Service** menu. Self Service	
8.	Click the **Time Reporting** menu. Time Reporting	
9.	Click the **Report Time** menu. Report Time	
10.	Click the **Timesheet** menu. Timesheet	
11.	For this example, you are editing an absence request submitted for the week of 9/9/2015. Notice Tue 9/15 already has the approved absence posted.	
12.	Click the **Absence** tab. Absence	
13.	Click the **Edit** button. Edit	
14.	Click the **Details** link. Details	
15.	Double-click in the **End Date** field. 09/16/2015	
16.	To clear the field, Press **[Backspace]**.	

Step	Action	Notes
17.	Enter "**09/15/2015**" into the **End Date** field.	
18.	Click the **Absence Name** drop-down list. Bereavement Leave Take	
19.	Click the **Admin Leave Take** list item. Admin Leave Take	
20.	This message is alerting you that a change has been made to the absence. Click the **Yes** button. Yes	
21.	Click the **Reason** drop-down list. Select Absence Reason	
22.	Click the **Other** list item. Other	
23.	Click the **Calculate End Date or Duration** button. Calculate End Date or Duration	
24.	Click the **Vertical** scrollbar to move down the page.	
25.	Click the **OK** button. OK	
26.	The changes made to the absence request (End Date, Absence Name, and Duration) are reflected below.	
27.	Click the **Submit** button. Submit	
28.	This message is alerting you that documentation may be required to support this absence request. Click the **OK** button. OK	
29.	This message is alerting you to certify the reported time is accurate. Click the **OK** button. OK	
30.	Click the **OK** button. OK	
31.	After the changes were submitted, the Status changes from Approved to Needs Approval.	

Step	Action	Notes
32.	Click the **Home** link. Home	
33.	Click the **Sign out** link. Sign out	
34.	You have completed the Modify an Absence Request from Timesheet topic. **End of Procedure.**	

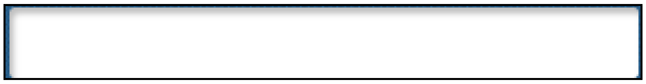
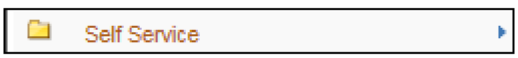
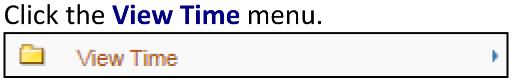
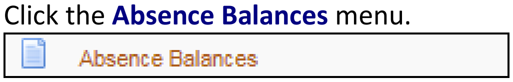
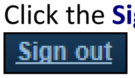
View Absence Balances

Through Employee Self Service you will have access to view your absence balance. *This page does not include Comp Time balance. A separate topic covers how to access the comp time balance.* This page only provides leave balances that are accrued.



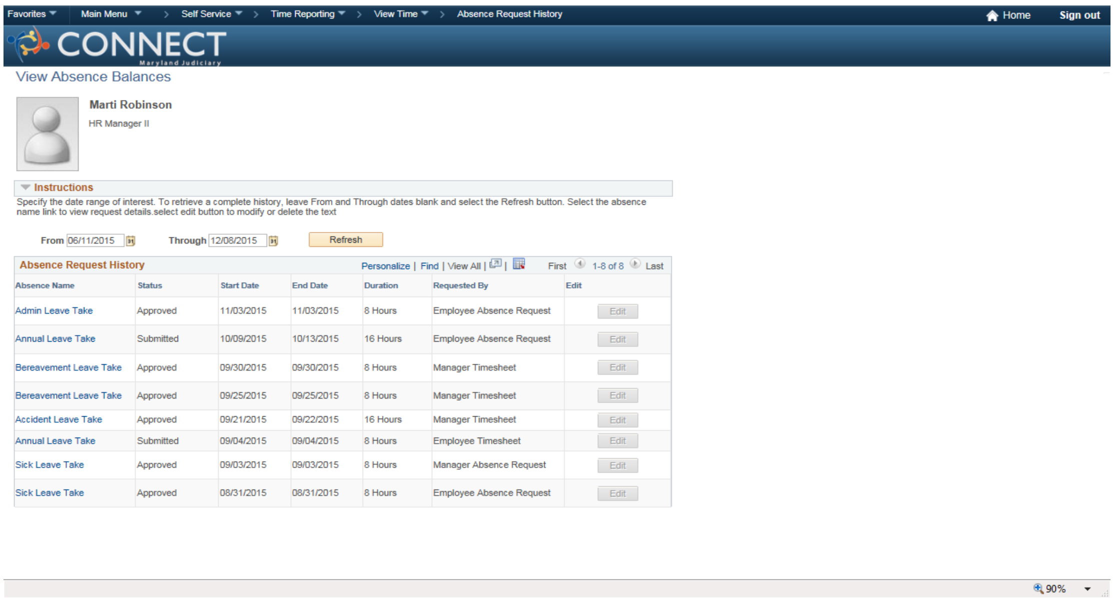
Procedure

In this topic, an employee will view their current available absence balances.

Step	Action	Notes
1.	Click in the **User ID** field. 	
2.	Enter "**marti.robinson**" into the **User ID** field.	
3.	Click in the **Password** field. 	
4.	Enter "**welcome1**" into the **Password** field.	
5.	Click the **Sign In** button. 	
6.	Click the **Main Menu** button. 	
7.	Click the **Self Service** menu. 	
8.	Click the **Time Reporting** menu. 	
9.	Click the **View Time** menu. 	
10.	Click the **Absence Balances** menu. 	
11.	You can view your current balances by absence type.	
12.	Click the **Home** link. 	
13.	Click the **Sign out** link. 	
14.	You have completed the View Absence Balances topic. **End of Procedure.**	

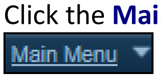
View Absence History

The View Absence Balances History provides you with a historical view of all the absences you have requested.



Procedure

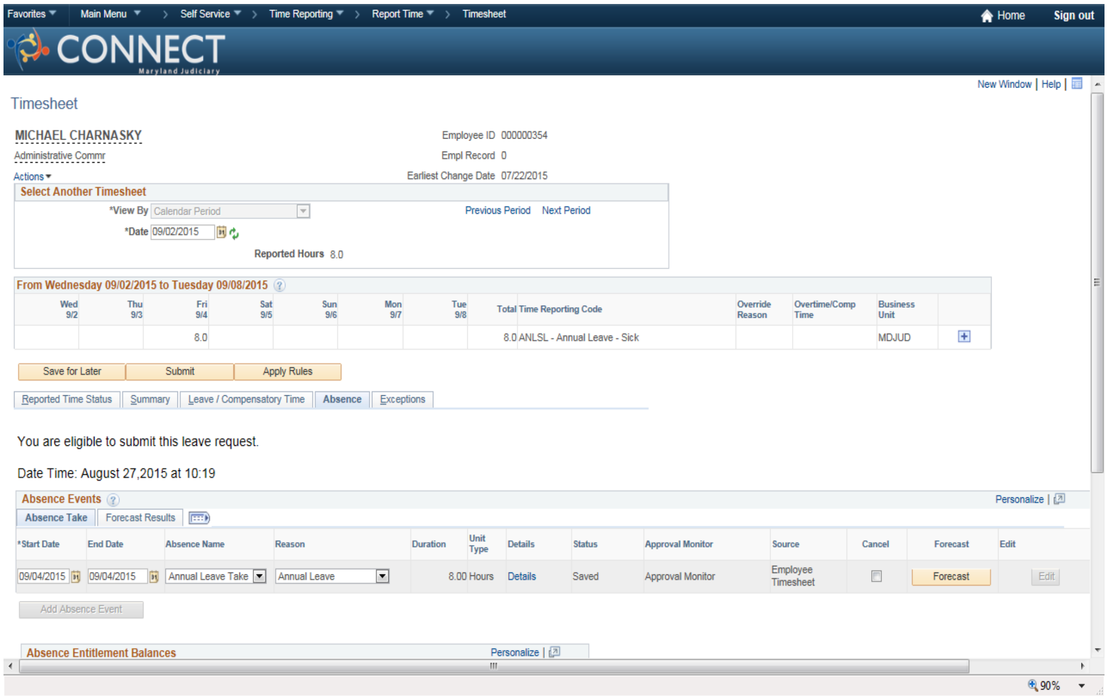
In this topic, an employee will view a history of their absence requests.

Step	Action	Notes
1.	Click in the **User ID** field.	
2.	Enter "**marti.robinson**" into the **User ID** field.	
3.	Click in the **Password** field.	
4.	Enter "**welcome1**" into the **Password** field.	
5.	Click the **Sign In** button. 	
6.	Click the **Main Menu** button. 	

Step	Action	Notes
7.	Click the **Self Service** menu. Self Service	
8.	Click the **Time Reporting** menu. Time Reporting	
9.	Click the **View Time** menu. View Time	
10.	Click the **Absence Request History** menu. Absence Request History	
11.	Notice the From and Through date fields. You can specify any date range you desire or leave the fields blank to display a complete history. If you change the dates, click the Refresh button to update the display.	
12.	You can view the absence request history. The Status column displays the current status of each request.	
13.	Click the **Home** link. Home	
14.	Click the **Sign out** link. Sign out	
15.	You have completed the View Absence History topic. **End of Procedure.**	

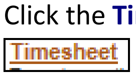
Request Absence from a Timesheet with Balance Forecasting

Request Absence from a Timesheet with Forecasting



Procedure

In this topic, you will request time off from an employee's elapsed timesheet. You will ensure you are eligible to request annual leave by forecasting prior to submission.

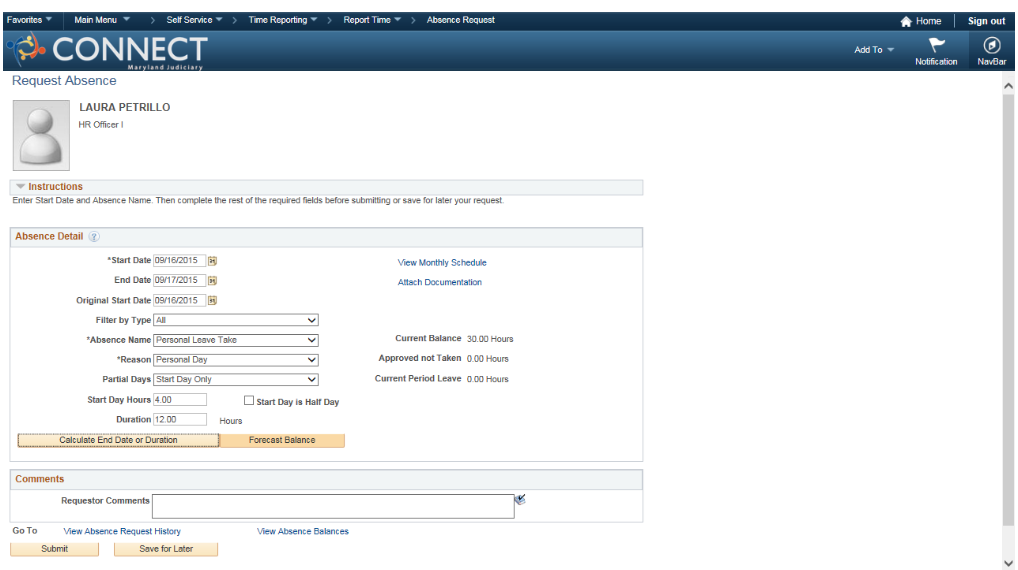
Step	Action	Notes
1.	Click in the **User ID** field.	
2.	Enter "**michael.charnasky**" into the **User ID** field.	
3.	Click in the **Password** field.	
4.	Enter "**welcome1**" into the **Password** field.	
5.	Click the **Sign In** button. 	
6.	Click the **Timesheet** link. 	

Step	Action	Notes
7.	Click the **Absence** tab. Absence	
8.	Click the **Add Absence Event** button. Add Absence Event	
9.	Double-click in the **Start Date** field. 09/02/2015	
10.	To clear the field, Press **[Backspace]**.	
11.	Enter "**09/04/2015**" into the **Start Date** field.	
12.	Double-click in the **End Date** field. 09/02/2015	
13.	To clear the field, Press **[Backspace]**.	
14.	Enter "**09/04/2015**" into the **End Date** field.	
15.	Click the **Absence Name** drop-down list. Select Absence Nan	
16.	Click the **Annual Leave Take** list item. Annual Leave Take	
17.	Click the **Reason** drop-down list. Select Absence Reasor	
18.	Click the **Annual Leave** list item. Annual Leave	
19.	Click the **Details** link. Details	
20.	Click the **Calculate End Date or Duration** button. Calculate End Date or Duration	
21.	The Duration will automatically populate if the Start Date and End Date fields are completed. For this example, the employee requested 1 day off or 8 hours.	
22.	Click the **OK** button. OK	
23.	Click the **Forecast** button. Forecast	
24.	This message is confirming the employee has enough leave to submit the absence request.	

Step	Action	Notes
25.	Click the **Submit** button. Submit	
26.	This message is alerting you to certify the reported time is accurate. Click the **OK** button. OK	
27.	Click the **OK** button. OK	
28.	The Status for the absence request is Needs Approval.	
29.	Click the **Home** link. Home	
30.	Click the **Sign out** link. Sign out	
31.	You have completed the Request Absence from a Timesheet with Balance Forecasting topic. **End of Procedure.**	

Request Time Off - Partial Day using Start Day Only

In this topic, you will request time off for 1 partial workday and 1 full workday. The partial workday occurs on the first day of the absence request.



Procedure

In this topic, you will request time off for 1 partial workday and 1 full workday. The partial workday occurs on the first day of the absence request.

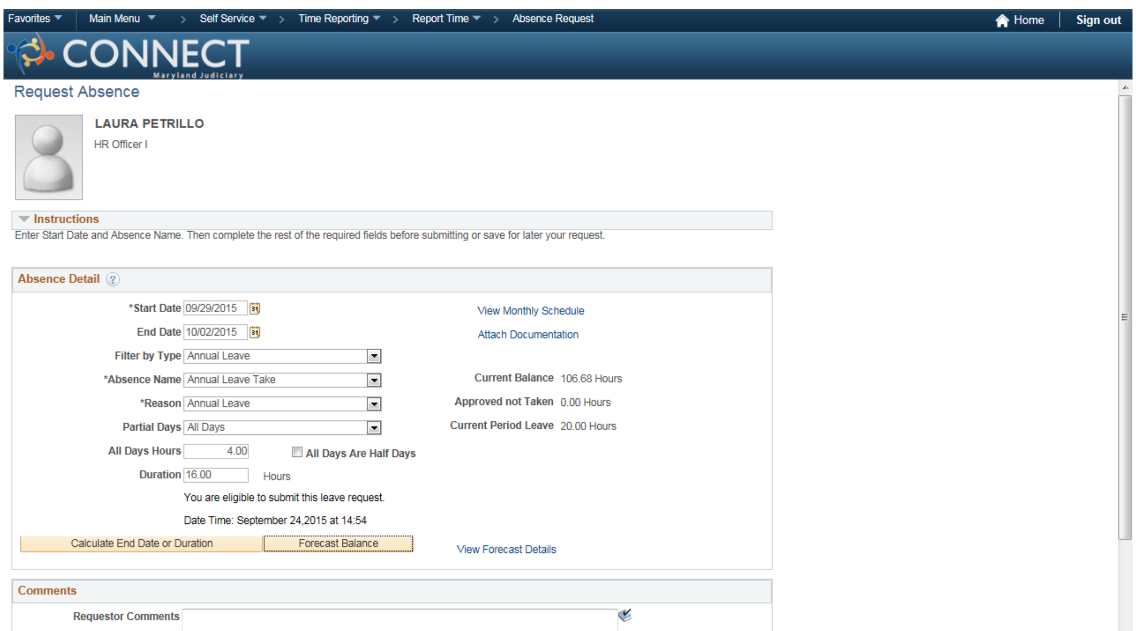
Step	Action	Notes
1.	Enter "**lolli.petrillo**" into the **User ID** field.	
2.	Click in the **Password** field.	
3.	Enter "**welcome1**" into the **Password** field.	
4.	Click the **Sign In** button. Sign In	
5.	Click the **Absence Request** link. Absence Request	
6.	Click the **Choose a date** button.	
7.	Click the **16** object. 16	
8.	Click the **Absence Name** drop-down list. Select Absence Name	
9.	Click the **Personal Leave Take** list item. Personal Leave Take	
10.	Depending on the Absence Name selected, the Current Available Balance for the Absence Name will be displayed. For example, Accident Leave Take, which does not accrue time, will not display a current available balance.	
11.	Click the **Reason** drop-down list. Select Absence Reason	
12.	Click the **Personal Day** list item. Personal Day	
13.	Click the **Partial Days** drop-down list. None	
14.	Selecting Start Day Only indicates that the partial day will occur on the first day of the absence request. Click the **Start Day Only** list item. Start Day Only	

Step	Action	Notes
15.	In the Start Day Hours field, enter the hours that you will be absent from work on the Start Day. Click in the **Start Day Hours** field.	
16.	Enter "**4**" into the **Start Day Hours** field.	
17.	Alternatively, you can select the Start Day is Half Day option if the partial day absence request will be half of your normal workday.	
18.	Click in the **Duration** field.	
19.	In the Duration field, enter the total number of hours you will be absent from work. Enter "**12**" into the **Duration** field.	
20.	Click the **Calculate End Date or Duration** button. Calculate End Date or Duration	
21.	The End Date automatically populates the last date of the absence request based on the hours of Duration. For this example, the employee requested 4 hours on 9/16/2015 and 8 hours on 9/17/2015 = 12 total hours.	
22.	Click the **Forecast Balance** button. Forecast Balance	
23.	This message is confirming the employee has enough leave to submit the absence request.	
24.	Click the **Vertical** scrollbar to move down the page.	
25.	**Note**: If you are requesting two types of leave, you will need to submit two separate leave requests with the desired absence types.	
26.	Make sure to review your inputs before submitting. Click the **Submit** button. Submit	
27.	Click the **Yes** button to submit. Yes	
28.	Click the **OK** button. OK	

Step	Action	Notes
29.	The Absence Request shows a status and Pending approval by the Manager.	
30.	Click the **Home** link. Home	
31.	Click the **Sign out** link. Sign out	
32.	You have completed the Request Time Off - Partial Start Day Only topic. **End of Procedure.**	

Request Time Off - Partial Time for Multiple Days

In this topic, you will request partial time off for multiple workdays.



Procedure

In this topic, you will request partial time off for multiple workdays.

Step	Action	Notes
1.	Click in the **User ID** field.	
2.	Enter "**lolli.petrillo**" into the **User ID** field.	
3.	Click in the **Password** field.	

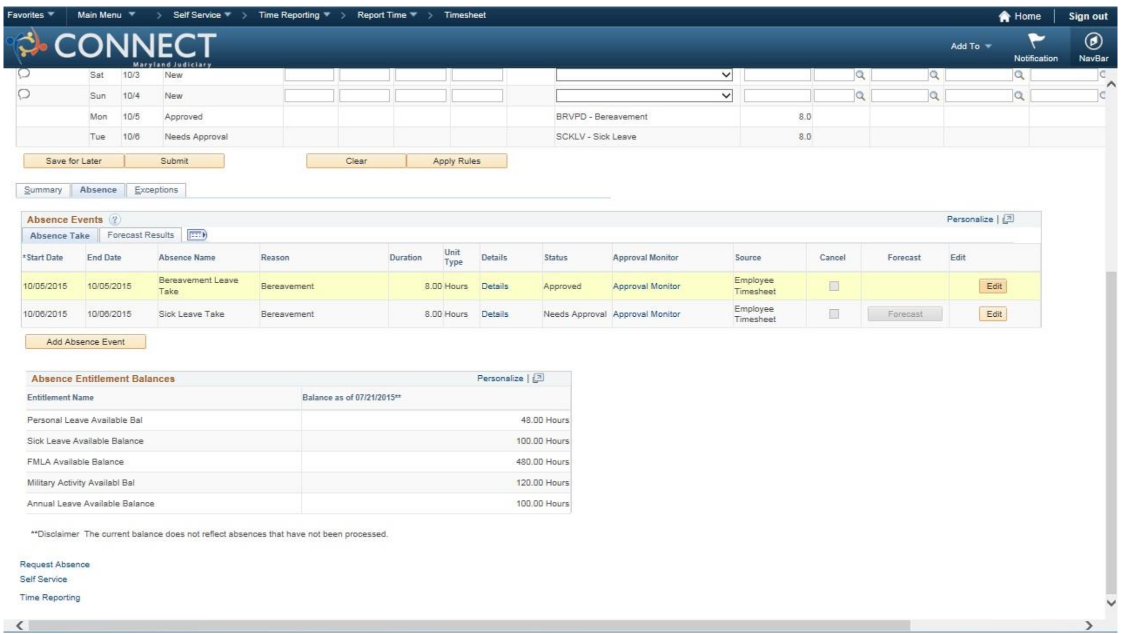
Step	Action	Notes
4.	Enter "**welcome1**" into the **Password** field.	
5.	Click the **Sign In** button. Sign In	
6.	Click the **Absence Request** link. Absence Request	
7.	For this example, we are submitting an absence request for 4 hours per day for 4 consecutive work days.	
8.	Click the **Choose a date** button.	
9.	Click the **29** object. 29	
10.	Click the **Filter by Type** drop-down list. All	
11.	Click the **Annual Leave** list item. Annual Leave	
12.	Click the **Absence Name** drop-down list. Select Absence Name	
13.	Click the **Annual Leave Take** list item. Annual Leave Take	
14.	Depending on the Absence Name selected, the Current Available Balance for the Absence Name will be displayed. For example, Accident Leave Take, which does not accrue time, will not display a current available balance.	
15.	Click the **Reason** drop-down list. Select Absence Reason	
16.	Click the **Annual Leave** list item. Annual Leave	
17.	Click the **Partial Days** drop-down list. None	
18.	Selecting All Days indicates that the partial day will occur every day of the absence request for the same number of hours per day. Click the **All Days** list item. All Days	

Step	Action	Notes
19.	In the All Days Hours field, enter the hours that you will be absent from work each day. Click in the **All Days Hours** field.	
20.	Enter "**4**" into the **All Days Hours** field.	
21.	Alternatively, you can select the All Days is Half Days option if the partial day absence request will be half of your normal workday.	
22.	Click in the **Duration** field.	
23.	In the Duration field, enter the total number of hours you will be absent from work. In this example, you will be absent 4 hours per day across 4 days. Enter "**16**" into the **Duration** field.	
24.	Click the **Calculate End Date or Duration** button. Calculate End Date or Duration	
25.	The End Date automatically populates the last date of the absence request based on the hours of Duration. For this example, the employee requested 4 hours per day from Tuesday through Friday = 16 total hours.	
26.	Click the **Forecast Balance** button. Forecast Balance	
27.	This message is confirming the employee has enough leave to submit the absence request.	
28.	Click the **Vertical** scrollbar to move down the page.	
29.	Make sure to review your inputs before submitting. Click the **Submit** button. Submit	
30.	Click the **Yes** button to submit. Yes	
31.	Click the **OK** button. OK	
32.	The Absence Request shows a status and Pending approval by the Manager.	

Step	Action	Notes
33.	Click the **Home** link. 	
34.	Click the **Sign out** link. 	
35.	You have completed the Request Time Off - All Days topic. **End of Procedure.**	

Canceling Absence Request from Timesheet

In this topic, you will cancel absence requests posted on the timesheet page. One absence has already been approved, another absence will be pending approval.



Procedure

In this topic, you will cancel absence requests posted on the timesheet page. One absence has already been approved, another absence will be pending approval.

Step	Action	Notes
1.	Click in the **User ID** field.	
2.	Enter "**donald.duck**" into the **User ID** field.	
3.	Click in the **Password** field.	
4.	Enter "**welcome1**" into the **Password** field.	

Step	Action	Notes
5.	Click the **Sign In** button. Sign In	
6.	Click the **Timesheet** link. Timesheet	
7.	Employee Donald Duck is using a punch timesheet.	
8.	Click the **Absence** tab. Absence	
9.	Click the **Vertical** scrollbar to move down the page.	
10.	Click the **Edit** button for the Approved absence. Edit	
11.	Click the **Cancel** option.	
12.	Click the **Submit** button to make the change to the absence request. Submit	
13.	To acknowledge documentation may be required, click the **OK** button. OK	
14.	This message is alerting you to certify the reported time is accurate. Click the **OK** button. OK	
15.	Click the **OK** button. OK	
16.	Notice the Approved absence has been removed from the Absence Events section. Click the **Edit** button for the absence request that is pending approval. Edit	
17.	Click the **Cancel** option.	
18.	Click the **Submit** button to make the change to the absence request. Submit	

Step	Action	Notes
19.	To acknowledge documentation may be required, click the **OK** button.	
20.	This message is alerting you to certify the reported time is accurate. Click the **OK** button.	
21.	Click the **OK** button.	
22.	Notice both absence requests have been removed from the Absence Events section.	
23.	Click the **Home** link.	
24.	Click the **Sign out** link.	
25.	You have completed the Canceling Absence Request from Timesheet topic. **End of Procedure.**	

Annual Performance Self-Evaluation

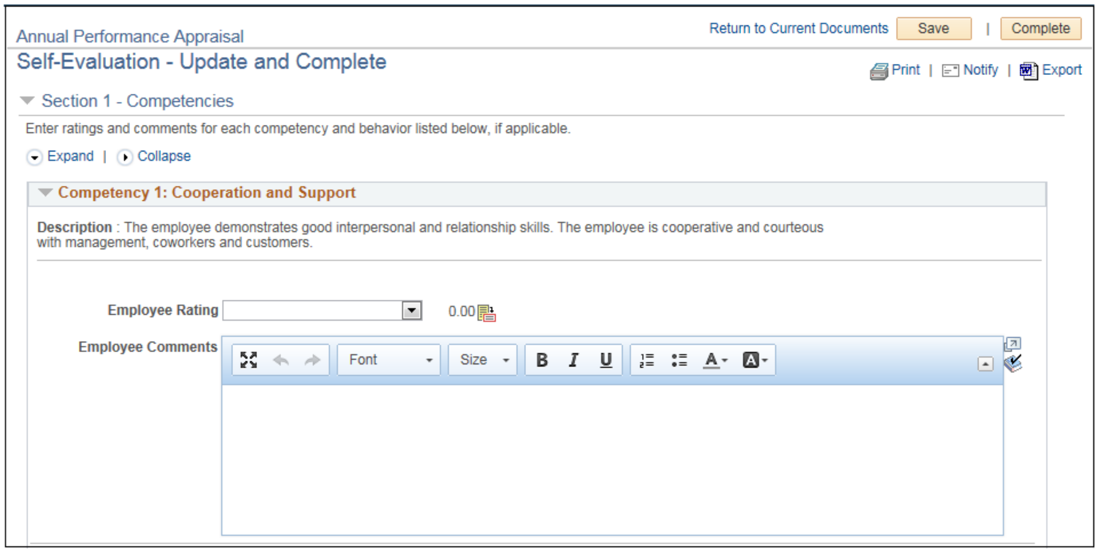
Annual Performance Self-Evaluations

In this learning module you will review how to:

- Completing the Annual Performance Appraisal (Non-Manager Employee)
- Reviewing & Acknowledging the Annual Performance Appraisal
- Acknowledging the Performance Improvement Plan

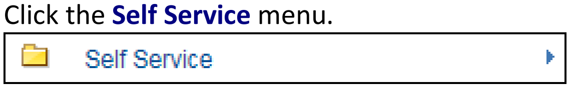
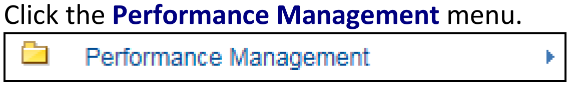
Completing the Annual Performance Appraisal (Non-Manager Employee)

Employees can access online performance evaluation documents, complete their self-evaluation, and submit the appraisal for review and approval by their manager.



Procedure

In this topic, you will rate yourself on 5 competencies, enter comments to support your rating, and submit the evaluation for review and approval.

Step	Action	Notes
1.	Click in the **User ID** field.	
2.	Enter "**elizabeth.williams**" into the **User ID** field.	
3.	Click in the **Password** field.	
4.	Enter "**welcome1**" into the **Password** field.	
5.	Click the **Sign In** button. 	
6.	Click the **Main Menu** button. 	
7.	Click the **Self Service** menu. 	
8.	Click the **Performance Management** menu. 	

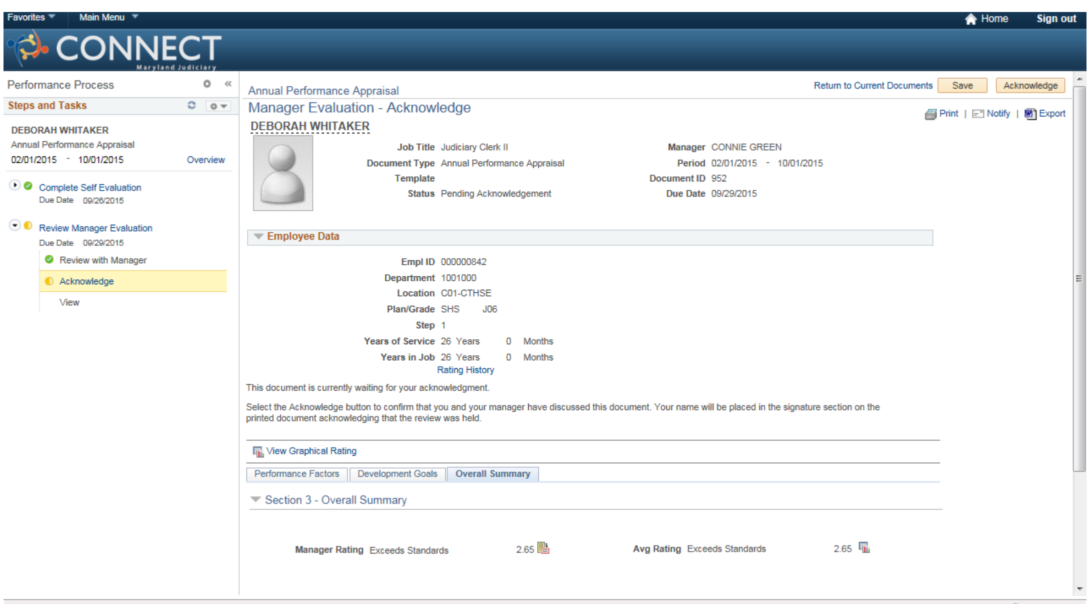
Step	Action	Notes
9.	Click the **My Performance Documents** menu. My Performance Documents	
10.	Click the **Current Documents** menu. Current Documents	
11.	Click the **Annual Performance Appraisal** link. Annual Performance Appraisal	
12.	Notice the steps instructing the employee to complete the self evaluation by 12/26/15.	
13.	In this example, the indicator is yellow indicating the self evaluation is not complete. The indicator will turn green when the self evaluation is complete.	
14.	Click the **Expand** link to view all the competency details for this evaluation. Expand	
15.	Click the **Vertical** scrollbar to move down the page.	
16.	Click the **Employee Rating** drop-down list.	
17.	Click the **Meets Standards** list item. Meets Standards	
18.	Click in the **Employee Comments** field.	
19.	It is recommended that you enter comments to support each of your ratings. In the CONNECT system, you will type your comments into the Comments field. For the purposes of training however, comments to support this rating have been entered for you.	
20.	Click the **Vertical** scrollbar to move down the page.	
21.	Click the **Employee Rating** drop-down list.	
22.	Click the **Exceeds Standards** list item. Exceeds Standards	
23.	Click in the **Employee Comments** field.	
24.	Comments to support this rating have been entered for you.	
25.	Click the **Vertical** scrollbar to move down the page.	

Step	Action	Notes
26.	Click the **Employee Rating** drop-down list.	
27.	Click the **Meets Standards** list item. Meets Standards	
28.	Click in the **Employee Comments** field.	
29.	Comments to support this rating have been entered for you.	
30.	Click the **Vertical** scrollbar to move down the page.	
31.	Click the **Employee Rating** drop-down list.	
32.	Click the **Exceeds Standards** list item. Exceeds Standards	
33.	Click in the **Employee Comments** field.	
34.	Comments to support this rating have been entered for you.	
35.	Click the **Vertical** scrollbar to move down the page.	
36.	Click the **Employee Rating** drop-down list.	
37.	Click the **Exceeds Standards** list item. Exceeds Standards	
38.	Click in the **Employee Comments** field.	
39.	Comments to support this rating have been entered for you.	
40.	Click the **Calculate Rating** button in the Competencies Summary section.	
41.	Notice the overall rating was automatically calculated based on the ratings you assigned to each competency.	
42.	Click the **Vertical** scrollbar to move down the page.	
43.	Click in the **Employee Comments** field.	
44.	Comments to support the overall rating have been entered for you.	
45.	Click the **Save** button. Save	
46.	Click the **Complete** button. Complete	
47.	Click the **Confirm** button. Confirm	

Step	Action	Notes
48.	Notice the indicator is green indicating you have completed the self evaluation.	
49.	Click the **View** link. View	
50.	Click the **Expand** link. Expand	
51.	Notice you can view the section details but cannot edit these details since it was submitted to your manager for review.	
52.	Click the **Vertical** scrollbar to move down the page.	
53.	Review the remaining details as desired.	
54.	Click the **Home** link. Home	
55.	Click the **Sign out** link. Sign out	
56.	You have completed the topic "Completing the Annual Performance Appraisal (Non-Manager Employee)". **End of Procedure.**	

Reviewing & Acknowledging the Annual Performance Appraisal

Once the appraisal has been reviewed and updated by the Manager, the employee will confirm acknowledgement of the completed appraisal.



Procedure

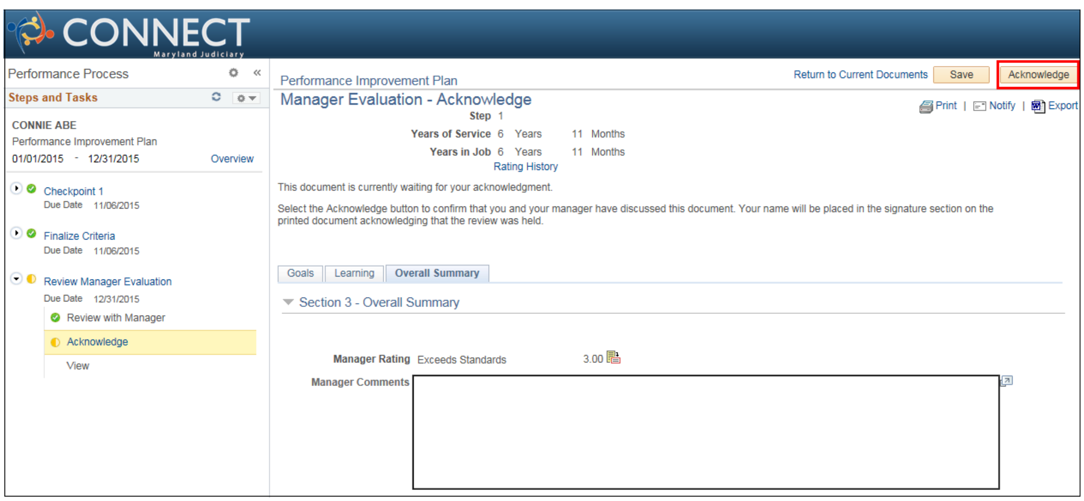
In this topic, you will review your manager's rating for your performance appraisal and acknowledge you have received the completed appraisal.

Step	Action	Notes
1.	Click in the **User ID** field.	
2.	Enter "**deborah.whitaker**" into the **User ID** field.	
3.	Click in the **Password** field.	
4.	Enter "**welcome1**" into the **Password** field.	
5.	Click the **Sign In** button. Sign In	
6.	Click the **Main Menu** button. Main Menu	
7.	Click the **Self Service** menu. Self Service	
8.	Click the **Performance Management** menu. Performance Management	
9.	Click the **My Performance Documents** menu. My Performance Documents	
10.	Click the **Current Documents** menu. Current Documents	
11.	Click the **Annual Performance Appraisal** link. Annual Performance Appraisal	
12.	Notice the Overview section indicates you have completed the self evaluation and your manager has reviewed and responded with their feedback.	
13.	Click the **Overall Summary** tab. Overall Summary	
14.	Review your manager's ratings.	

Step	Action	Notes
15.	Click the **Acknowledge** button to acknowledge you have received and reviewed the completed evaluation. Acknowledge	
16.	Click the **Confirm** button. Confirm	
17.	You have acknowledged your annual performance appraisal. Click the **Home** link. Home	
18.	Click the **Sign out** link. Sign out	
19.	You have completed the topic "Reviewing and Acknowledging the Annual Performance Appraisal". **End of Procedure.**	

Acknowledging the Performance Improvement Plan

Acknowledging your performance improvement plan (PIP).



Procedure

In this topic, you will review your Performance Improvement Plan and acknowledge that you have reviewed it with your manager.

Step	Action	Notes
1.	Click in the **User ID** field.	
2.	Enter "**connie.abe**" into the **User ID** field.	

Step	Action	Notes
3.	Click in the **Password** field.	
4.	Enter "**welcome1**" into the **Password** field.	
5.	Click the **Sign In** button. Sign In	
6.	Click the **Main Menu** button. Main Menu	
7.	Click the **Self Service** menu. Self Service	
8.	Click the **Performance Management** menu. Performance Management	
9.	Click the **My Performance Documents** menu. My Performance Documents	
10.	Click the **Current Documents** menu. Current Documents	
11.	Click the **Performance Improvement Plan** link. Performance Improvement Plan	
12.	Notice the "Acknowledge" indicator is yellow. Once you have acknowledged the performance improvement plan, the indicator will turn green.	
13.	Click the **Vertical** scrollbar to move down the page.	
14.	Review the Manager Rating.	
15.	Click the **Learning** tab. Learning	
16.	Review the Manager Rating.	
17.	Click the **Overall Summary** tab. Overall Summary	
18.	Review the Manager Rating.	
19.	Click the **Acknowledge** button. Acknowledge	
20.	Click the **Confirm** button. Confirm	
21.	Notice the "Acknowledge" indicator is now green.	

Step	Action	Notes
22.	Click the **Home** link. 	
23.	Click the **Sign out** link. 	
24.	You have completed the topic "Acknowledging the Performance Improvement Plan". **End of Procedure.**	

NOTES

GLOSSARY

Sign in	To **Sign in** or **Log in** indicates when the site opens, you type in your **User ID** and **Password** to access the secured areas.
Time Reporting Code	The time reporting code (TRC) appears on timesheets for items such as regular or holiday worked time reporting and determines what time reporting codes are available to the employee for charging time.